



## TERMS OF REFERENCE

### LEASE OF VEHICLE FOR THE HEALTH, WELLNESS AND GAD ACTIVITY OF THE OFFICE OF THE SECRETARY

Date : 03 TO 05 AUGUST 2024

#### I. Background

The Office of the Secretary will conduct Health, Wellness and GAD Activity of the Office of the Secretary from 03 to 05 August 2024

#### II. Requirements

- Approved Budget for the Contract (ABC) is PHP 100,000
- Route: Manila-Batangas-Manila
- Air-conditioned Bus that can accommodate 35-40 pax
- Supplier/Transportation Company to provide/shoulder the following for the entire duration of the event
  1. Insurance
  2. Fuel/Gas
  3. Toll Fees
  4. Parking Fees
  5. Meals and Room accommodation of the driver

#### III. Other Requirements

- Bidders should accept a send bill arrangement
- Quoted price should be in Philippine peso and should include all taxes and duties
- Must have copy of latest **PHILGEPS Certificate** of membership
- Must have the latest Business/ Mayor's permit
- Must have latest Income Tax Return (ITR)