PURCHASE REQUEST						
		DEPARTMENT OF FOREIGN AFF	<u>AIRS</u>			
Depart OFFICE OF THE SECRETARY			ORTHO. + 0 5 0 2 4 SAI NO.: 1 9 JUN 2024			
Section COORDINATION Stock				SAI No.: 1 9 JUN 2024		
No.	Unit	Item Description	QTY	Unit Cost	Total Cost	
	Unit	Lease of Vehicle for the Health, Wellness and GAD Activity of the Office of the Secretary	1			
		Locations: Route: Manila-Batangas-Manila				
		Duration: 03-05 August 2024				
		Specifications: Vehicle: Airconditioned Bus Seating Capacity: 35-40 Pax				
		Inclusions: - Supplier/Transportation Company to				
		provide/shoulder the following: 1. Insurance				
		2. Fuel/Gas 3. Toll Fees				
		4. Parking Fees 5. Meals and Room accommodation of the driver				
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			ABC:	Php	100,000.00	
Purpose	e: For the use o	f the Office of Secretary of Foreign Affairs, chargeable	against the	MOOE-Fund	of OSEC.	
RECEIVED BY:		REQUESTED BY:	APPROVED BY:			

Printed Name

LAUREL B. DELA CRUZ

Property Officer

MA. REMEDIOS R. DOMINGO
Administrative Officer

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)