



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs invites eligible suppliers to submit a quotation for the Official Visit to the Philippines of Timor Leste Foreign Minister Bendito Dos Santos Freitas, 19-21 August 2024, based on the following **TERMS OF REFERENCE**:

LEASE OF MOTOR VEHICLE

RATE per 10 hours use per day for 3 days (19-21 August 2024) of the following:

- One (1) unit 4/5-seater luxury car, 2.9 cc or higher
- Two (2) units AUV, 2.8 cc

INCLUSIONS:

- Chauffeur Service within Metro Manila
- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test,
- gasoline/fuel, toll and parking fees
- Comprehensive Vehicle Insurance
- Insurance coverage (TPL, and personal accident)

Approved budget: **Php130,000.00**

Terms of Payment: Send Bill Arrangement (Government Terms)

Documentary Requirements:

1. Valid PhilGEPS Certificate of Registration, (with updated eligibility documents)
2. Copy of current Income Tax Return, (with EFPS)
3. Copy of current Business Permit/Mayor's Permit
4. Omnibus Sworn Statement and Secretary's Certificate

Please submit your quotation/rate duly signed by you or your authorized representative **together with the documentary requirements on or before 8AM, 16 August 2024**. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph. For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,


ROWENA MA. C. T. SIERRA
Administrative Officer

Pasay City, 13 August 2024