



TERMS OF REFERENCE

Office : **OFFICE OF AMERICAN AFFAIRS**

Project : **LEASE OF MOTOR VEHICLE**


The Department of Foreign Affairs – Office of American Affairs (OAA) would like to procure the services of an experienced and reputable vehicle rental company for the official visit of a foreign dignitary on 22-24 August 2024.

The service provider must be able to provide and/or perform the following:

1. A company driven, year 2020 or later model midsize black luxury sedan that is befitting for transporting a foreign dignitary;
2. Company driven sports utility vehicle and sub-compact sedan;
3. Service of a well-trained, professional drivers with company supplied mobile phones;
4. Rental rates for the three (3) vehicles with the following specifications, inclusions and schedule:

Vehicle Type	Schedule	Inclusions
One (1) unit model 2020 or later midsize black luxury sedan	<u>22 August 2024 (Thurs):</u> Half day <u>23 August 2024 (Friday):</u> Whole day <u>24 August 2024 (Saturday):</u> Whole day	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees
One (1) unit black sub-compact sedan	<u>22 August 2024 (Thurs):</u> Half day <u>23 August 2024 (Friday):</u> Whole day <u>24 August 2024 (Saturday):</u> Whole day	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees
One (1) unit black sports utility vehicle	<u>22 August 2024 (Thurs):</u> Half day <u>23 August 2024 (Friday):</u> Whole day <u>24 August 2024 (Saturday):</u> Whole day	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees

5. Proof of valid **PhilGeps** Registration;
6. Copy of 2024 Mayor's Permit;
7. The Approved Budget for the Contract is **One Hundred Seventy-Six Thousand Pesos (Php 176,000.00)** only;
8. The quotation should indicate the total net price; and
9. Payment should be by "send bill" arrangement.


JOSÉ VICTOR V. CUAN-GONZAGA
 Assistant Secretary

Pasay City

Note: Items 5-6 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be flagged as **FAILED**.