



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 **4th Meeting of the Philippines-Cambodia Joint Commission for Bilateral Cooperation (JCBC), 25-28 August 2024**, based on the following **TERMS OF REFERENCE**:

LEASE OF MOTOR VEHICLES

No. of Vehicles: Four (4)
No. of hours per day: 10 hours use per day

- 1) One (1) unit 4/5-seater luxury car, black (automatic), 3.0 cc or higher, appropriate for a foreign minister for **3 days (26-28 August 2024)**
- 2) One (1) unit 10-seater AUV, black, 2.8 cc or higher for **4 days (25-28 August 2024)**
- 3) Two (2) units, 4/5 seater sedan, 2.8 cc, for **4 days (25-28 August 2024)**

INCLUSIONS:

- Chauffeur Service within Metro Manila
- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test,
- gasoline/fuel, parking and toll fees
- Comprehensive Vehicle Insurance
- Insurance coverage (TPL, and personal accident)
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Approved budget: **Php272,000.00**

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, 22 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,


SEVERINO B. BALIAO
Property Officer

Pasay City, 19 August 2024