



OFFICE OF EUROPEAN AFFAIRS

TERMS OF REFERENCE

LEASE OF MOTOR VEHICLES FOR THE POLISH FOREIGN MINISTER H. E. RADOSLAW SIKORSKI, 03-05 SEPTEMBER 2024

- 1.) **No. of Motor Vehicles** : 5 Units
- 2.) **No. of Hours per day** : 12 hours rendering time, exclusive of rendering additional time, if required

Vehicle Type/Description/Use:

- 1.) **One (1) Unit Luxury Sedan**, Black (automatic), 3.0 cc or higher, appropriate for a foreign minister for **3 days** (03-05 September 2024)
- 2.) **Two (2) Units 7-10-seater Black Van** to be used by the **foreign delegation for three (3) days**, 03-05 September 2024, and for the **Secretariat for one (1) day**, 04 September 2024
- 3.) **Two (2) Units, Sub-compact Sedan**, 2.8 cc, to be used each by the Protocol and Security of delegation, **three (3) days**, 03-05 September 2024

Inclusions:

- 1.) Driver should have a valid PH Driver's License, within Metro Manila, well-trained and verifiable COVID-19 Vaccination Certificate
- 2.) Quoted Price should be within **Php105,800.00**, and should include rendering time, as well as all taxes, duties and/or levies payable

Itinerary:

03 September 2024	-	Arrival of Polish Delegation
04 September 2024	-	Whole Day Meetings
05 September 2024	-	Departure of Polish Delegation

Terms of Payment : Bidders should accept a SEND-BILL Arrangement (Government Payment System)

Service Provider must submit the following:

- 1.) Copy of PhilGEPS Registration with **valid eligibility** documents in compliance with government's procurement regulations
- 2.) Valid Business/Mayor's Permit
- 3.) Latest Income Tax Return (ITR)