

TERMS OF REFERENCE

OFFICE OF CONSULAR AFFAIRS

Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Boulevard
Parañaque, 1714 Metro Manila

I. Objective

The hauling services are required to transfer office equipment, passport boxes, and bundles of documents from the DFA OCA Aseana to the Double Dragon Building.

II. Contractor's Qualifications

- The venue / service provider must be able to provide the following documents:
 - The BIR Latest Income Tax Return (ITR)
 - Valid Mayor's / Business Permit
 - Annual Income Tax Return of the **Business** from the preceding fiscal year
 - Valid PhilGEPS Certification or Printed Screenshot of Online PhilGEPS
 - Registration Information Account (see attached sample)
- The venue / service provider must submit their formal quotation bearing their **company's letterhead**, to be submitted along with the **filled-out Request for Quotation with your contact information**.

III. Scope of Service Requirements

ROUND-TRIP HAULING SERVICES:

ORIGIN:

DFA-OCA Aseana Office (Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Blvd, Parañaque)

DESTINATION:

DFA - Double Dragon Office (Double Dragon Plaza, DD Meridian Park corner Macapagal Ave., and EDSA Ext., Bay Area, Pasay City)

SERVICE INCLUSIONS:

- Provision of labor and packing to perform the transfer;
- Transfer from the place of origin to destination;
- Supervision during the moving, loading/unloading, and transfer of all items from origin to destination addresses;
- Provide detailed Inventory list showing the items packed with general descriptions;
- Contract shall be inclusive of VAT and all applicable taxes including the Fees need to be paid in Aseana Business Park Estate Association, Inc. (ABPEA)

IV. Mode of Payment

- Send Bill Arrangement

V. Approved Budget for the Contract

- PHP 135,000.00