

## REQUEST FOR QUOTATION

Date: 19 November 2024



Sir/Madam:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure a lease of motor vehicles for its personnel who will be attending the Planning Session and Workshop on Mindful Resilience scheduled on 14 to 15 December 2024, Saturday and Sunday, in San Mateo, Rizal, Philippines.

Please quote your best offer, subject to the Terms and Conditions provided in the attached Terms of Reference (TOR). You may submit your quotation duly signed by you or your authorized representative not later than 22 November 2024, 12:00nn.

Open quotations may be submitted through email address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Ms. Theresa Bantolo-Heikkila or Mr. Mark Santos with telephone no. 8834-4000 local 3806 / 3116 or email at [hrmo.property@dfa.gov.ph](mailto:hrmo.property@dfa.gov.ph).

  
**CHRISTOPHER B. MONTERO**  
Assistant Secretary  
Human Resources Management Office  


### **TERMS OF REFERENCE**

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/ or levies payable.
3. The Approved Budget for the Contract (ABC) is **Php110,000.00** inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.