

19 November 2024

Dear Sir/Madam,

Good day!

The Recruitment, Selection and Placement Division (RSPD) of the Human Resources Management Office (HRMO) of the Department of Foreign Affairs (DFA) plans to conduct its evaluation and planning workshop on the following proposed dates:

- 30 November - 01 December 2024 (Saturday and Sunday).

In this regard, the HRMO-RSPD would like to request your quotation and proposal based on the following requirements:

Bus Rental

1. Seating Capacity: 45 - 60 seating capacity per fullsize bus; Inclusion: (a.) Driver's Fee, (b) Parking Fee, (c) Diesel, (d) Toll Fee, (e) Driver's meals and accommodation
2. Rental Duration and Itinerary:
 - * 30 November 2024 - from Pasay-DFA Main Office to Bataan
 - * 01 December 2024 - from Bataan to Pasay-DFA Main Office
3. The passenger bus must be in good working condition

The **budget for the contract (ABC) is Php 53,700.00**, inclusive of tax, bank transfers, and other fees. The terms of payment is **send-bill arrangement** and your hotel must have a **valid PhilGEPS registration**. Attached is the Terms of Reference.

We would highly appreciate receiving your response **on or before Thursday, 22 November 2024, 12:00 NN**. Should you have any questions, please do not hesitate to contact me.

Thank you and regards,

TERMS OF REFERENCE
Lease of Motor Vehicle

<p>I.</p>	<p>BACKGROUND</p> <p>The HRMO-Recruitment, Selection and Placement Division (RSPD) will conduct its performance evaluation and planning workshop. This workshop serves as an avenue for the Division to assess the performance of each section, outline the Division's target for next year and identify strategies on how these targets can be achieved.</p> <p>The performance evaluation and planning workshop will be conducted from 30 November 2024 to 01 December 2024 and the Approved Budget for the Contract (ABC) for the lease of motor vehicle is Fifty Three Thousand Seven Hundred Pesos (Php 53,700.00), inclusive of taxes, bank transfer charges, and other lawful fees.</p>
<p>II.</p>	<p>SCOPE OF WORK</p> <p>Provide a motor vehicle for thirty (30) pax for two (2) days and one (1) night.</p>
<p>III.</p>	<p>QUALIFICATIONS</p> <p>The service provider shall have the following minimum qualifications:</p> <ol style="list-style-type: none"> 1. The Company must have at least five (5) years of continuous experience in the industry; 2. The Company must be registered with PHILGEPS and can accommodate Send Bill arrangement as terms of payment; and 3. The Company should have flexibility and responsiveness to changing events requirements (i.e., number of guests, change in date/venue).
<p>IV.</p>	<p>TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> ● Passenger Bus Minimum Specification: 45 - 60 seating capacity per fullsize bus (inclusion: Driver's fee, Round Trip Toll Fee, Gas, Driver's accommodation and meal) ● Rental Duration and Itinerary: <ul style="list-style-type: none"> * 30 November 2024 - from Pasay-DFA Main Office to Bataan * 01 December 2024 - from Bataan to Pasay-DFA Main Office ● Vehicle must be in good working condition: <ol style="list-style-type: none"> a. Road-worthy Condition and capable of provincial travel b. Good physical appearance (no broken or crack in mirrors, intact and functioning engine) c. Fully Air-conditioned d. Has Audio and Video System e. Must be in excellent mechanical condition and does not need reconditioning, passed a smog and safety inspection, no fluid leak, and free of any mechanical defects. f. Vehicle must be duly registered under the name of the rental company g. All features and vehicle parts must be functioning well such as but not limited to: vehicle brakes, signal lights, tire pressure, and airconditioning system, among others relevant parts/functions.
<p>VI.</p>	<p>DOCUMENTARY REQUIREMENTS</p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Proposal with price quotation and Bidder's Compliance Checklist 2. PhilGEPS registration 3. Valid Business Permit / Mayor's Permit 4. Latest Income Tax Return 5. Omnibus Sworn Statement
<p>VII.</p>	<p>TERMS OF PAYMENT</p>

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| <ol style="list-style-type: none">1. Send Bill arrangement based on government terms.2. Payment shall be made within sixty (60) working days upon the Service Provider's submission of the sales invoice and complete supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges. |
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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, bank charges, and other applicable fees.
3. The **Approved Budget for the Contract (ABC) is Php 53,700.00**, inclusive of taxes and applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified**.
5. Compliance with the requirements is requested for the Department to consider your offer.
6. 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.