



**REQUEST FOR QUOTATION**

LEASE OF MOTOR VEHICLE FOR THE INTERNATIONAL CONFERENCE ON  
THE PHILIPPINE-PACIFIC HEALTH INITIATIVE: PARTNERSHIP ON  
SUSTAINABLE HEALTH WORKFORCE FOR HEALTH SECURITY  
26-30 November 2024

**19 November 2024**

**Sir/Madam:**

The Department of Foreign Affairs through its Office of Asian and Pacific Affairs intends to procure “Lease of Motor Vehicles for the /international Conference on the Philippines-Pacific Health Initiative: Partnerships on Sustainable Health Workforce for Health Security on 26-30 November 2024” in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein subject to the attached Annexes I and II (Terms and Conditions), provided as part of this Request for Quotation (RFQ). The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **22 November 2024, Friday, at 12:00 NN** and addressed to **Ms. Rheamar V. Delgado**, Office of Asian and Pacific Affairs, Eighth Floor, Department of Foreign Affairs Headquarters, 2330 Roxas Boulevard, Pasay City, Philippines.

A copy of your 2024 Business/Mayor’s Permit and PhilGEPS Registration is also required to be submitted along with your signed quotation proposal. A valid and updated PhilGEPS Registration, Certificate (Platinum Membership) (all pages) may be submitted lieu of the Mayor’s/business Permit.

The Supplier/Service Provider shall also submit its **Omnibus Sworn Statement and Secretary’s Certificate** (GPPB-prescribed forms), **and Income/ Business Tax** with the Screenshot of the eFPS Filing Reference Number or proof of payment via eFPS and Stamp of the RDO or AABs.

Original Proposals and other documents required **shall be submitted in person** at the 8th floor, Office of Asian and Pacific Affairs, Department of Foreign Affairs Headquarters, 2330 Roxas Boulevard, Pasay City, Philippines. The envelope shall display the name of the contract to be bid and bear the name and address of the bidder. **The envelope containing the documents must be sealed and signed by the authorized representative.**

The documents inside said envelope should be labeled separately as Financial Envelope containing Annex I and Technical Envelope containing Annex II, PhilGEPS Registration Number, Omnibus Sworn Statement and Secretary's Certificate and Mayor's/ Business Permit for the year 2024 and Latest Income Tax Return:

**NOTE:** Unsealed or unmarked envelopes, **SHALL BE REJECTED**. However, envelopes that are not properly sealed and marked shall be **ACCEPTED, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.**

In case of modification or withdrawal, it must be **done before the deadline for the submission AND receipt of proposals**. The time stamped or indicated in the latest proposal received shall be the official time of submission.

The BAC Secretariat shall **assume no responsibility for the misplacement of the contents of improperly sealed or marked envelopes or the premature opening of the foregoing.**

**The proposal shall first be ranked according to the total cost. Should the lowest proposal fail to pass according to the TOR, the next lowest proposal shall be evaluated until such time that a proposal meets the passing score. Should there be a tie, draw lots will be implemented. The lowest calculated and responsive bidder will be advised accordingly.**

For further information, please refer to the undersigned through Email: [aspac.ao@dfa.gov.ph](mailto:aspac.ao@dfa.gov.ph).

**LATE SUBMISSION OF PROPOSAL SHALL NOT BE ACCEPTED AND CONSIDERED.**



**ROWENA MA. C.T. SIERRA**  
Administrative Officer, DFA-ASPAC

**PRICE PROPOSAL FORM**

**Ms. RHEAMAR V. DELGADO**

Office of Asian and Pacific Affairs, 8th Floor  
Department of Foreign Affairs Headquarters  
2330 Roxas Boulevard, Pasay City, Philippines

Madam:

Having examined the Request for Quotation for the "LEASE OF MOTOR VEHICLES FOR THE /INTERNATIONAL CONFERENCE ON THE PHILIPPINES-PACIFIC HEALTH INITIATIVE: PARTNERSHIPS ON SUSTAINABLE HEALTH WORKFORCE FOR HEALTH SECURITY ON 26-30 NOVEMBER 2024" the receipt of which is hereby duly acknowledged, the undersigned offers the following commercial terms below:

<b>Quantity</b>	<b>Unit of Measure</b>	<b>Item Description</b>
1	Lot	Lease of Motor Vehicles for the International Conference on Philippine-Pacific Health Initiative: Partnerships on Sustainable Health Workforce for Health Security, 26-30 November 2024
<b>Total Cost in Figures (VAT Inclusive)</b>		
<b>Total Costs in Words (VAT Inclusive)</b>		

We undertake, if our proposal is accepted, to comply with the offers stated herein as well as in the Terms of Reference.

Until a formal contract is prepared and executed, this proposal together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that **you are not bound to accept the lowest or any proposal you may receive.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name and Address

\_\_\_\_\_  
Authorized Representative Name & Signature

\_\_\_\_\_  
Bidder's Official Contact Number