

**TERMS OF REFERENCE
LEASE OF MOTOR VEHICLES**

Project Title:	LEASE OF MOTOR VEHICLES International Conference on the Philippine-Pacific Health initiative: Partnership on Sustainable Health Workforce for Healthy Security
Date:	26-30 November 2024
Approved Budget for the Contract:	PHP 685,000.00
Mode of Procurement:	Small Value Procurement

I. BACKGROUND

In collaboration with the World Health Organization, the Philippines proposes to convene a conference of stakeholders to discuss and launch the Philippine-Pacific Network for Sustainable Health Human Resources for Health Security.

The Conference will have the following objectives:

- I. To provide a platform to better understand the critical and perennial issues on human resources for health and the key role of other sectors beyond health in addressing them;
- II. To share good practices and lessons learned on health human resources, including in crisis situation, at international, national and subnational levels; and,
- III. To discuss strategies to scale-up and accelerate solutions and interventions that are contextualized to the needs of the Pacific Island countries, leveraging on the experiences and expertise of the Philippines in the area of human resources for health.

II. OBJECTIVE

To procure transportation services for the Ministers and Delegations for the International Conference on Philippine-Pacific Network for Sustainable Health Human Resources for Health Security.

IV. TECHNICAL SPECIFICATIONS

QTY (A)	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE		BRAND NAME, MODEL	UNIT PRICE (B)	TOTAL AMOUNT (A X B)
		YES	NO			
13	<p>Body Type. Van No. of seats. 10 Fuel Type. Diesel Transmission: A/T Engine: 2.8 or higher Model: 2022 or above</p> <p>No. of days: 2 days (Between 26 and 30 November 2024 depending on the date of arrival and departure of the ministers)</p>					
8	<p>Body Type: MPV No. of seats. 7 - 8 Fuel Type. Diesel Transmission: A/T Engine: 2.5 or higher Model: 2022 or above</p> <p>No. of days: 1 day (28 November 2024)</p>					
8	<p>Body Type: Coaster bus No. of seats. 29-30 Fuel Type. Diesel Transmission: Manual Engine: 4.9 or higher Model: 2022 or above</p> <p>No. of days: 1 day (28 November 2024)</p>					
1	<p>Body Type: MPV No. of seats. 7 - 8 Fuel Type. Diesel Transmission: A/T Engine: 2.5 or higher Model: 2022 or above</p> <p>No. of days : 5 days (from 26 to 30 November 2024)</p>					
1	<p>Body Type: 4-door sedan No. of seats. 5 Fuel Type. Gasoline Transmission: A/T</p>					

	Engine: 1.4 cc or higher Model: 2022 or above					
	No. of days : 5 days (from 26 to 30 November 2024)					
INCLUSIONS					STATEMENT OF COMPLIANCE	
					YES	NO
	Quoted price must already account for service at least 12 hours a day					
	Chauffeur Service within Metro Manila					
	Well-trained chauffeur with valid driver license, in proper uniform with meals, non-smoker					
	Chauffeur must be in possession of a mobile phone with a valid connection					
	Provision of gasoline/fuel, toll and parking fees					
	With Comprehensive Vehicle Insurance					
	Insurance coverage (TPL, and personal accident)					

- 1) All vehicles must be clean, both interior and exterior, and free from any unpleasant odors. Regular maintenance and inspections must be evident.
- 2) All vehicles should be registered and should be kept neat and clean, and also should be in good and sound condition mechanically;
- 3) All vehicles are registered and regularly maintained, all seats have seat belts, no broken parts, equipped with safety equipment such as a first aid kit, spare tire, shovel/rope as needed, fire extinguisher, etc.;
- 4) The accident risks for drivers and vehicles be covered by comprehensive insurance provided by the Contractor. DFA-ASPAC shall not take any liability on this account;
- 5) Change in the deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/approval of DFA-ASPAC;
- 6) The names of addresses of the drivers should also be furnished earlier to DFA-ASPAC;
- 7) The contractor should provide DFA-ASPAC with the details of the vehicle at least 24 hours before the conference.
- 8) All vehicles must be clean, both interior and exterior, and free from any unpleasant odors. Regular maintenance and inspections must be evident.
- 9) All vehicles must be clean, both interior and exterior, and free from any unpleasant odors. Regular maintenance and inspections must be evident

V. TERMS AND CONDITIONS

- 1) Proposal/Price Quote should provide correct and accurate information requested. It should also include the bidder's Company/Business Name, Business Address, Business/Mayor's Permit Number, valid PhilGEPS Registration Number, Name and Mobile/Telephone Number and Email Address of the Authorized Representative, together with the copy of current (2023) Income Tax Return with the screenshot of the eFPS Filing Reference Number or

proof of payment via eFPS and stamp of the RDO or AABs., Omnibus Sworn Statement and Secretary's Certificate.

- 2) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the company owner or his/her duly authorized representative.
- 3) Price quotations shall be valid for at least thirty (30) days, denominated in Philippine Pesos, and shall include all taxes, duties, and/or other levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected. Quotations received beyond the deadline shall also be rejected.
- 5) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 6) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7) The item/s shall be delivered according to the accepted offer of the bidder.
- 8) Payment shall be made after the completion of the event and upon the submission of the complete, required supporting documents that includes the original billing statement/ invoice and original provisional receipt (template attached), subject to government accounting, budgeting, procurement and auditing rules and regulations. The corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- 9) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- 10) The Request for Quotation (RFQ) and other related documents for the above-stated Procurement shall form part of the contract.

VI. EVALUATION AND SELECTION CRITERIA

Award of contract shall be made to the lowest and responsive quotation, based on compliance with the technical specifications, as well as in accordance with relevant provisions of the IRR of RA 9184.

VII. PAYMENT TERMS

- Send Bill/ Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.
- ASPAC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.