



**TERMS OF REFERENCE**

Office : **OFFICE OF AMERICAN AFFAIRS**

Project : **LEASE OF MOTOR VEHICLE**

The Department of Foreign Affairs – Office of American Affairs (OAA) would like to procure the services of an experienced and reputable vehicle rental company for its Team Building and GAD Activity that will be held in Las Casas Filipinas De Acuzar on 28-29 November 2024.

The service provider must be able to provide and/or perform the following:

1. A company driven Passenger/Tourist Bus type vehicle which can seat 24 passengers;
2. Service of a well-trained, professional drivers with company supplied mobile phones;
3. Rental rates for the vehicles with the following specifications, inclusions and schedule:

Vehicle Type	Schedule	Inclusions
<b>One (1) unit Passenger/Tourist Bus type vehicle</b>	<u>28 November 2024 (Thurs)</u> : DFA to Las Casas Filipinas De Acuzar <u>29 November 2024 (Friday)</u> : Las Casas Filipinas De Acuzar to DFA	Rate should include driver's fees including possible overtime fees, accommodation, meals, insurance, fuel cost, parking and toll fees

4. Proof of valid **PhilGeps** Registration;
5. Copy of 2024 Mayor's Permit;
6. The Approved Budget for the Contract is **Sixty Thousand Pesos (Php 60,000.00)** only; and
7. Payment should be by **"send bill"** arrangement.

  
**JOSÉ VICTOR V. CHAN-GONZAGA**  
Assistant Secretary

Pasay City

Note: Items 5-6 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be flagged as **FAILED**.