



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

02 December 2024

This to request your best quotation for the Lease of Transportation for the Team Building and GAD Activity of the Office of Asian and Pacific Affairs (ASPAC) on 06-07 December 2024, based on the following **TERMS OF REFERENCE**:

Lease of Transportation with driver	<p>One (1) fully air-conditioned tourist bus with driver</p> <ul style="list-style-type: none">- with TV monitor- inclined seats- Model : not older than 2020- Capacity: can accommodate 45 pax <p>Date/Itinerary (round trip): 2 days; 1 night</p> <p>06 December 2024 - DFA Roxas Blvd., Pasay City (pick up) to Pampanga then Clark (drop-off)</p> <p>07 December 2024 – Clark (pick-up) to Bulacan to DFA Roxas Blvd., Pasay City (drop off)</p> <p>Detailed itinerary is available upon request</p> <p>Inclusions:</p> <ul style="list-style-type: none">- fuel, toll fees/parking fees;- passenger's Insurance;- Comprehensive Vehicle Insurance- driver's fee, meals and accommodation <p>Approved Budget for the Contract : 60,000.00 (inclusive of applicable government tax)</p> <p>Terms of Payment: Send Bill Arrangement (Government Terms)</p> <p>Documentary Requirements: Valid PhilGEPS Certificate of Registration, Copy of current Income Tax Return, Copy of current Business Permit/Mayor's Permit, Omnibus Sworn Statement/Secretary's Certificate</p>
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Please submit your quotation/rate duly signed by you or your authorized representative before 9am, 05 Dec 2024. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph. For more information, you may send an email to Ms. Rheamar Delgado thru rheamar.delgado@dfa.gov.ph.

Thank you.

Sincerely yours,


Rowena Ma. Q.T Sierra
Administrative Officer

Pasay City,