



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF ASIAN AND PACIFIC AFFAIRS

TERMS OF REFERENCE

LEASE OF MOTOR VEHICLE

LEASE OF TRANSPORTATION WITH DRIVER

One (1) fully air-conditioned tourist bus with driver

- with TV monitor
- inclined seats
- Model: not older than 2020
- Capacity: can accommodate 45 pax

Date itinerary (round trip) 2 days; 1 night

06 December 2024- DFA Roxas Blvd., Pasay City (pick up) to Pampanga then Clark (drop-off)

07 December 2024- Clark (pick-up) to Bulacan to DFA Roxas Blvd., Pasay City (drop off)

INCLUSIONS:

- Fuel, toll fees/parking fees;
- Passenger's insurance;
- Comprehensive Vehicle Insurance
- Driver's fee, meals and accommodation

Approve budget: Php 60,000.00

Term of Payment: Send Bill Arrangement (Government Terms)

Documentary Requirements:

1. Valid PhilGEPS Certificate of Registration, (with updated eligibility documents)
2. Copy of current Income Tax Return, (with EFPS)
3. Copy of current Business Permit/Mayor's Permit

