



**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**



OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

The Department of Foreign Affairs invites you to submit a proposal for the Lease of Motor Vehicle in connection with the **Official Visit to the Philippines of Japanese Foreign Minister Takeshi Iwaya on 14-15 January 2025, based on the following TERMS OF REFERENCE:**

<p>Lease of five (5) motor vehicles</p>	<ul style="list-style-type: none"> - One (1) unit 4/5-seater luxury car, 4 cylinder, 3.0 cc or higher, appropriate for a foreign minister for 2 days (14-15 January 2025) - Two (2) units 4/5 – seater AUV for 2 days (14-15 January 2025) - One (1) unit van, 2.8 cc for 2 days (14-15 January 2025) - One (1) unit van, 2.8 cc for 1 day (15 January 2025) <ul style="list-style-type: none"> • To be used within Metro Manila • maximum of 12 hours each day ONLY <p>INCLUSIONS:</p> <ul style="list-style-type: none"> - Chauffeur Service within Metro Manila - Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test, - gasoline/fuel, toll and parking fees - Comprehensive Vehicle Insurance - Insurance coverage (TPL, and personal accident) <p>Terms of Payment: Send Bill Arrangement (Government Terms)</p> <p>Approved budget: Php164,450.00</p> <p>Documentary Requirements:</p> <ol style="list-style-type: none"> 1. Valid PhilGEPS Certificate of Registration, 2. Copy of current Income Tax Return, 3. Copy of current Business Permit/Mayor's Permit 4. Omnibus Sworn Statement and Secretary's Certificate
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We hereby invite all interested suppliers to submit quotations duly signed by you or your authorized representative together with the abovementioned documentary requirements not later than **12 NN on 13 January 2025**. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph . For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,

ROWENA MA. C. T. SIERRA
Administrative Officer

Pasay City, 09 January 2025

**Technical Specification/Scope of Service Requirements
(Terms of Reference)**

**LEASE OF MOTOR VEHICLE FOR THE
OFFICIAL VISIT TO THE PHILIPPINES OF JAPANESE
FOREIGN MINISTER TAKESHI IWAYA,
14-15 January 2025**

- No. of Vehicles: Five (5)
No. of days : 1-2 days, (14-15 January 2025)
No. of hours per day: 12 hours use per day
- One (1) unit 4/5-seater luxury car, 4 cylinder, 3.0 cc or higher, appropriate for a foreign minister for 2 days (14-15 January 2025)
 - Two (2) units 4/5 – seater AUV for 2 days (14-15 January 2025)
 - One (1) unit van, 2.8 cc for 2 days (14-15 January 2025)
 - One (1) unit van, 2.8 cc for 1 day ONLY (15 January 2025)

INCLUSIONS:

- Chauffeur Service within Metro Manila
- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test,
- gasoline/fuel, parking and toll fees
- Comprehensive Vehicle Insurance
- Insurance coverage (TPL, and personal accident)

ITINERARY

- 14 January 2025 - Arrival of VIP
- 15 January 2025 - Meeting
- 15 January 2025 - Departure of VIP

- A. ABC: Php164,450.00
- B. TERMS OF PAYMENT: SEND BILL ARRANGEMENT (Government payment system).
- C. Service Provider must submit the following:
 - **PHILGEPS REGISTRATION with VALID Eligibility Documents** in compliance with government's procurement regulations;
 - **valid Mayor's Permit;**
 - **current ITR with EFPS; and,**
 - **Omnibus Sworn Statement and Secretary's Certificate**