



TERMS OF REFERENCE

Office : OFFICE OF EUROPEAN AFFAIRS

Project : LEASE OF MOTOR VEHICLE

The Department of Foreign Affairs – Office of European Affairs (OEA) would like to procure the services of an experienced and reputable vehicle rental company for the official visit of a foreign minister on 07-08 March 2025.

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

1. A company driven, year 2020 or later model midsize black luxury sedan that is befitting for transporting a foreign dignitary;
2. Company driven sports utility vehicle and sub-compact sedan;
3. Service of a well-trained, professional drivers with company supplied mobile phones;
4. Rental rates for the five (5) vehicles with the following specifications, inclusions and schedule:

Vehicle Type	Schedule	Inclusions
One (1) unit model 2020 or later midsize black luxury sedan	<u>07 March 2025 (Friday); and</u> <u>08 March 2025 (Saturday);</u> (1 and ½ days total)	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees
Two (2) units black sub-compact sedan	<u>07 March 2025 (Friday); and</u> <u>08 March 2025 (Saturday);</u> (1 and ½ days total)	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees
One (1) unit black 7-10 Seater Black Van	<u>07 March 2025 (Friday); and</u> <u>08 March 2025 (Saturday);</u> (1 and ½ days total)	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees
One (1) unit black 7-10 Seater Van	<u>08 March 2025 (Saturday);</u> Whole day	Rate should include driver's fees including possible overtime fees, meals, insurance, fuel cost, parking and toll fees

5. Proof of valid **PhilGeps** Registration;
6. Copy of Latest Mayor's Permit;
7. Latest BIR-ITR;
8. The Approved Budget for the Contract is **Eighty Four Thousand Nine Hundred Pesos (Php 84,900.00)** only;
9. The price offer should be inclusive of travel taxes and all other charges.
10. Payment should be by "**send bill**" arrangement.


MARIA ELENA P. ALGABRE
Assistant Secretary

Pasay City, 24 February 2025

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