



DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS



REQUEST FOR QUOTATION

LEASE OF MOTOR VEHICLE FOR THE OFFICIAL VISIT OF MONGOLIAN
FOREIGN MINISTER BATTSETSEG BATMUNKH, 18-20 MAY 2025

08 May 2025

Sir/Madam:

The Department of Foreign Affairs through its Office of Asian and Pacific Affairs intends to procure “Lease of Motor Vehicles for the Official Visit of Mongolian Foreign Minister Battsetseg Batmunkh from 18 to 20 May 2025” in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein subject to the attached Annexes I and II (Terms and Conditions), provided as part of this Request for Quotation (RFQ). The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **13 May 2025, Tuesday, at 12:00 NN** through email at aspac.ao@dfa.gov.ph.

The following documentary requirements must also be submitted along with your signed quotation proposal and forms:

- 1) A copy of your 2025 Business/Mayor's Permit,
- 2) A valid and updated PhilGEPS Registration Certificate (all pages)
- 3) The Omnibus Sworn Statement and Secretary's Certificate (GPPB-prescribed forms); and,
- 4) Income/ Business Tax with the Screenshot of the eFPS Filing Reference Number or proof of payment via eFPS and Stamp of the RDO or AABs.

The proposal shall first be ranked according to the total cost. Should the lowest proposal fail to pass according to the TOR, the next lowest proposal shall be evaluated until such time that a proposal meets the passing score. Should there be a tie, draw lots will be implemented. The lowest calculated and responsive bidder will be advised accordingly.

For further information, please refer to the undersigned through Email: aspac.ao@dfa.gov.ph.

**LATE SUBMISSION OF PROPOSAL SHALL NOT BE ACCEPTED
AND CONSIDERED.**

ROWENA MA. C.T. SIERRA
Administrative Officer, DFA-ASPAC