

Annex II

TERMS OF REFERENCE
LEASE OF MOTOR VEHICLES

Project Title:	LEASE OF MOTOR VEHICLES Official Visit of Mongolian Foreign Minister Battsetseg Batmunkh		
Date:	18-20 May 2025		
Approved Budget for the Contract:	PHP 135,000.00		
Mode of Procurement:	Small Value Procurement		

I. TECHNICAL SPECIFICATIONS

QTY (A)	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE		BRAND NAME, MODEL	UNIT PRICE (B)	TOTAL AMOUNT (A X B)
		YES	NO			
1	Body Type: 4-door luxury sedan No. of seats. 5 Fuel Type. Gasoline Transmission: A/T Engine: 2.5 cc or higher 4-cylinder Model: 2024 or above With A/C Color: black No. of days : 3 days (18-20 May 2025)					
1	Body Type. Van No. of seats. 12 Fuel Type. Diesel Transmission: A/T Engine: 2.8 or higher Model: 2022 or above With A/C Color: black No. of days: 3 days (18-20 May 2025)					

2	Body Type: MPV No. of seats. 7/8 Fuel Type. Diesel Transmission: A/T Engine: 2.5 cc or higher 4-cylinder Model: 2022 or above With A/C No. of days: 3 days (18-20 May 2025)				
1	Body Type. Van No. of seats. 12 Fuel Type. Diesel Transmission: A/T Engine: 2.8 or higher Model: 2022 or above With A/C Color: black No. of days: 1 day (19 May 2025)				
INCLUSIONS					
	Quoted price must already account for service at least 12 hours a day			STATEMENT OF COMPLIANCE	
				YES	NO
	Chauffeur Service within Metro Manila				
	Well-trained chauffeur with valid driver license, in proper uniform with meals, non-smoker				
	Chauffeur must be in possession of a mobile phone with a valid connection				
	Provision of gasoline/fuel, toll and parking fees				
	With Comprehensive Vehicle Insurance				
	Insurance coverage (TPL, and personal accident)				

- 1) All vehicles must be clean, both interior and exterior, and free from any unpleasant odors. Regular maintenance and inspections must be evident.
- 2) All vehicles should be registered and should be kept neat and clean, and also should be in good and sound condition mechanically;
- 3) All vehicles are registered and regularly maintained, all seats have seat belts, no broken parts, equipped with safety equipment such as a first aid kit, spare tire, shovel/rope as needed, fire extinguisher, etc.;
- 4) The accident risks for drivers and vehicles be covered by comprehensive insurance provided by the Contractor. DFA-ASPAC shall not take any liability on this account;

- 5) Change in the deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/approval of DFA-ASPAC;
- 6) The names of addresses of the drivers should also be furnished earlier to DFA-ASPAC;
- 7) The contractor should provide DFA-ASPAC with the details of the vehicle at least 24 hours before the conference.

II. TERMS AND CONDITIONS

- 1) Proposal/Price Quote should provide correct and accurate information requested. It should also include the bidder's Company/Business Name, Business Address, Business/Mayor's Permit Number, valid PhilGEPS Registration Number, Name and Mobile/Telephone Number and Email Address of the Authorized Representative, together with the copy of current (2024) Income Tax Return with the screenshot of the eFPS Filing Reference Number or proof of payment via eFPS and stamp of the RDO or AABs., Omnibus Sworn Statement and Secretary's Certificate.
- 2) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the company owner or his/her duly authorized representative.
- 3) Price quotations shall be valid for at least thirty (30) days, denominated in Philippine Pesos, and shall include all taxes, duties, and/or other levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected. Quotations received beyond the deadline shall also be rejected.
- 5) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 6) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7) The item/s shall be delivered according to the accepted offer of the bidder.
- 8) Payment shall be made after the completion of the event and upon the submission of the complete, required supporting documents that includes the original billing statement/ invoice and original provisional receipt (template attached), subject to government accounting, budgeting, procurement and auditing rules and regulations. The corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- 9) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- 10) The Request for Quotation (RFQ) and other related documents for the above-stated Procurement shall form part of the contract.

III. EVALUATION AND SELECTION CRITERIA

Award of contract shall be made to the lowest and responsive quotation, based on compliance with the technical specifications, as well as in accordance with relevant provisions of the IRR of RA 9184.

IV. PAYMENT TERMS

- Send Bill/ Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.
- ASPAC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

PRICE PROPOSAL FORM

Ms. ROWENA SIERRA
Office of Asian and Pacific Affairs, 8th Floor
Department of Foreign Affairs Headquarters
2330 Roxas Boulevard, Pasay City, Philippines

Madam:

Having examined the Request for Quotation for the “LEASE OF MOTOR VEHICLES FOR THE OFFICIAL VISIT OF MONGOLIAN FOREIGN MINISTER BATTSETSEG BATMUNKH ON 18-20 MAY 2025” the receipt of which is hereby duly acknowledged, the undersigned offers the following commercial terms below:

Quantity	Unit of Measure	Item Description
1	Lot	Lease of Motor Vehicles for the Official Visit of Mongolian Foreign Minister Battsetseg Batmunkh, 18-20 May 2025
Total Cost in Figures (VAT Inclusive)		
Total Costs in Words (VAT Inclusive)		

We undertake, if our proposal is accepted, to comply with the offers stated herein as well as in the Terms of Reference.

Until a formal contract is prepared and executed, this proposal together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that **you are not bound to accept the lowest or any proposal you may receive.**

Date

Company Name and Address

Authorized Representative Name & Signature

Bidder's Official Contact Number