



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

REQUEST FOR QUOTATION

18 July 2025

Dear Madam/Sir,

The Office of Asset Management and Support Services (OAMSS), Department of Foreign Affairs, would like to request a quotation for transportation services for its Team Building and GAD activities for 101 participants detailed as follows:

Items/Services	Transportation services for OAMSS' Team Building and Gender and Development (GAD) Activities
Other specifications:	
Name of Event	OAMSS' Team Building and Gender and Development (GAD) Activities FY 2025
Date of Event	02 - 03 August 2025
Venue	Bataan White Coral Beach Resort in Morong, Bataan
Number of Participants	101 pax (74 Male and 27 Female)
Requirements	<ul style="list-style-type: none">• Type of Bus: Tourist-class, air-conditioned bus• Seating Capacity: 50-60 seater• Amenities:<ol style="list-style-type: none">1. Functioning air-conditioning system.2. Comfortable seats with functioning seatbelts for all passengers.3. Ample luggage compartment space.4. Equipped with a comfort room5. (Optional, but often preferred): Onboard entertainment system (video/audio), PA system, Wi-Fi, restroom.• Knowledge of Route: Familiarity with the route, including alternative routes in case of traffic.• Contingency Plan: The company should have a clear plan for vehicle breakdown or other

	emergencies, including the provision of a replacement bus in a timely manner.
Transportation	<ul style="list-style-type: none"> • 2 buses to accommodate 101 pax from DFA to venue and venue to DFA, inclusive of driver's fees, accommodation and food, gasoline, toll fees, taxes, duties and other charges, as may be applicable. • Transportation service is from DFA to venue in the morning of the first day, and return from venue to DFA after lunch on the second day.
Approved Budget for Contract	Php 200,000.00
Mode of Payment	Send bill arrangement to DFA

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

Please submit your best offer, subject to the attached terms and conditions provided. You may submit your quotation duly signed by the authorized representative not later than **21 July 2025 at 12:00 nn**.

Open quotations may be submitted through Ms. Dianne Mamuyac, Alternate GAD Focal at dianne.mamuyac@dfa.gov.ph. The validity period of the price quotation must appear in the submitted Quotation.

The Department reserves the right to reject any/all quotations submitted and accept any offer it may consider not economically acceptable and disadvantageous to the government.

Should you require further clarification, please contact or send an email through the above-mentioned email address.

Very truly yours,



FERDINAND E. VILLAMOR
OAMSS, GAD Focal Point