

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

TERMS OF REFERENCE

I.	<p><u>Background and Objectives:</u></p> <p>The OAMSS is organizing a team-building and Gender and Development (GAD) activity for its personnel at Bataan White Coral Beach Resort in Morong, Bataan, on 02 - 03 August 2025.</p> <p>This event aims to foster camaraderie, enhance teamwork, improve inter-office coordination, and promote gender equality.</p> <p>The weekend schedule for this activity is intended to ensure that there will be no undue interruptions in the delivery of OAMSS's services to Department personnel during regular business hours.</p>	
II.	Particulars	Statement of Compliance
III.	<p><u>SCOPE OF WORK</u></p> <ul style="list-style-type: none">a) Round trip service from the Department of Foreign Affairs, DoubleDragon Tower, DD Meridian, Pasay City to Bataan White Coral Beach Resort in Morong, Bataan on 02 - 03 August 2025.b) Two (2) units of tourist-class bus/es.c) Must provide reliable and comfortable transportation and safety of all participants.d) Buses must be in excellent running condition, well-maintained, luggage compartment space, clean, fully air-conditioned, and equipped with a comfort room.e) Each bus must have a minimum seating capacity of 50-60 passengers fit for 101 pax (74 Male and 27 Female)f) Drivers must wear appropriate and decent attire while on travel. (This includes: clean and presentable clothing and footwear that is safe and appropriate for driving.)	

	<ul style="list-style-type: none"> g) Assigned drivers are strictly prohibited from smoking any substance, including but not limited to cigarettes, cigars, e-cigarettes, or pipes, within and/or outside the vehicle at any time during official travel. h) All costs related to fuel, toll fees (e.g., NLEX, SCTEX, TPLEX), driver's professional fees, driver's meals (and accommodation if the bus is required to stay overnight with the team), and any necessary parking fees for the entire duration of the trip (Manila-La Union-Manila and standby) shall be borne by the transportation provider. i) Driver(s) must be highly knowledgeable of the route from Pasay, Metro Manila to Bataan White Coral Beach Resort in Morong, Bataan, including alternative routes and safe driving practices. j) Optional, but often preferred): Onboard entertainment system (video/audio), PA system, Wi-Fi, restroom. 	
IV	<p>Contractor/Supplier Qualification</p> <p>The Supplier shall comply with the following minimum requirements:</p> <ul style="list-style-type: none"> a) PhilGEPS registrations b) Mayor's/Business permits c) Copy of Lates's Income Tax Return d) Buses must have valid Land Transportation Office (LTO) registration and comply with all Motor Vehicle Inspection System (MVIS) requirement 	
V	<p>Supplier Obligation:</p> <p><u>The supplier shall:</u></p> <ul style="list-style-type: none"> a) Comply with all the requirements of OAMSS. b) The company should have a clear plan for vehicle breakdown or other emergencies, including the provision of a replacement bus in a timely manner. 	
VII	<p>Delivery Schedule:</p>	

	<ul style="list-style-type: none"> a) All requirements and schedule of OAMSS should be aligned and finalized with the supplier on or before 31 July 2025. b) 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. c) 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. 	
VIII	<p>Terms of Payment</p> <ul style="list-style-type: none"> a) The budget for the transportation inclusive of all costs, taxes, and fees; payable upon a send-bill arrangement through OAMSS. b) Payment shall be made within thirty (30) to Sixty (60) days upon the supplier's submission of documentary requirements, and as audited by the DFA Office of Financial Management Services through a list of Due and Demandable Accounts Payable (LDDAP). 	

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.