



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 to the Philippines of an official of the European Commission on 01 to 02 June 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	01 June 2025 (Sunday); and 02 June 2025 (Monday); (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	01 June 2025 (Sunday); and 02 June 2025 (Monday); (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	01 June 2025 (Sunday); and 02 June 2025 (Monday); (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	02 June 2025 (Monday): 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 **Ninety One Thousand Five Hundred Pesos (Php 91,500.00)** only;
9. The price offer should be inclusive of travel taxes and all other charges.
10. Payment should be by "**send bill**" arrangement.

DEENA JOY D. AMATONG
Assistant Secretary

Pasay City, 15 May 2025

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