



# PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department

OPAS-PMTD

PR No.: 01-040-13 Date: 12 JAN-13

Section

SAI No.:

Date:

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Office	Total Cost
		(5) five days RENTAL of (1) one lot motor vehicles as follows:			
	Unit	Toyota Fortuner or equivalent (with Driver)	1	OUA	
	Unit	Toyota Innova or equivalent (with Driver)	1	OMEAA	
	Unit	Toyota Innova or equivalent (with Driver)	1	OUSOC	
	Unit	Toyota Innova or equivalent (with Driver)	1	OSPPC	
	Unit	Toyota Innova or equivalent (with Driver)	1	OCA	
	Unit	Toyota Innova or equivalent (with Driver)	1	OPAS	
	Unit	Toyota Innova or equivalent (with Driver)	1	OUIER	
	Unit	Toyota Innova or equivalent (with Driver)	1	DLLU	
	Unit	Toyota Innova or equivalent (with Driver)	1	OUMWA	
	Unit	Toyota Innova or equivalent (with Driver)	1	PROTOCOL	
	Unit	Toyota Innova or equivalent (with Driver)	1	OUP	
	Unit	Toyota Innova or equivalent (with Driver)	1	OAA	
	Unit	Toyota Innova or equivalent (with Driver)	1	UNIO	
	Unit	Toyota Innova or equivalent (with Driver)	1	ASEAN	
	Unit	Toyota Innova or equivalent (with Driver)	1	ASPAC	
	Unit	Toyota Innova or equivalent (with Driver)	1	OLA	
	Unit	Toyota Innova or equivalent (with Driver)	1	PISU	
	Unit	Toyota Innova or equivalent (with Driver)	1	OAVS	
	Unit	Mitsubishi Adventure or equivalent (with driver)	1	OEA	
	Unit	Mitsubishi Adventure or equivalent (with driver)	1	OUMWA-II	
	Unit	Mitsubishi Adventure or equivalent (with driver)	1	OCO	
	Unit	Mitsubishi Adventure or equivalent (with driver)	1	OFM	
	Unit	Toyota Innova or equivalent (with Driver)	1	OSEC	
	Unit	Mitsubishi Adventure or equivalent (with driver)	1	OSEC-II	
	Unit	Kia Carens or equivalent (with Driver)	1	PROTOCOL-II	
	Unit	Toyota Innova or equivalent (with Driver)	1	OCA-II	
	Unit	Toyota Innova or equivalent (with Driver)	1	PROTOCOL-III	
	Unit	Toyota Innova or equivalent (with Driver)	1	IAS	
	Unit	Toyota Innova or equivalent (w/out Driver)	1	OSEC	
xxxxx	xxxxx	xxxxxx Nothing Follows xxxxxx	xxxxx	xxxxx	xxxxx

**Purpose:** For the official use of the various offices of the Department of foreign Affairs.

**Inclusive Dates of Rental:** February 18,19,20,21 and 22, 2013

**Estimated Budget for the Contract:** Php 350,000.00

**Terms and Conditions:**

The rental rate shall be inclusive of the following: Fuel and driver's fee for official trips within Metro Manila, VAT, Collision Damage, Collision Waiver and Personal Accident Insurance. Said rate does not include the Towing Service, Toll Fees and Traffic Fines. The vehicle shall be roadworthy and in good running condition and in the event of a breakdown the vehicle shall be replaced immediately. The vehicle shall have a comprehensive motor insurance coverage. The rate shall also cover the maintenance of the motor vehicle. A P10.00/km shall be charged by the contractor for trips beyond Metro Manila.

**Note:** (1) one unit Toyota Innova shall be quoted without the provision of a driver.

Signature	Requested By:  KERWIN ORVILLE C. TATE Director, PMTD	Approved by:  MELITA S. STA. MARIA-THOMECZEK Assistant Secretary-OPAS
Printed Name:		
Designation:		