



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

20 October 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure a **Diplomatic Car** for the official use of the Ambassador. The details of the project are indicated in the attached Terms of Reference.

Interested companies must accomplish the attached Price Quotation Form (Annex A) and append a price breakdown based on the requirements per the project's Terms of Reference. Please send your offer on or before 27 October 2021, 1600H (Singapore Standard Time), via email at [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) or by courier at 20 Nassim Road, Singapore 258395. For queries regarding the project, you may email [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or call 6924 1175 or 6737 3977 ext 116.

Thank you for considering the Embassy's project.

Sincerely Yours,

  
**JHULLIE ANNE A. BENIAHAN**  
BAC Chairperson



## TERMS OF REFERENCE FOR THE PROCUREMENT OF THE AMBASSADOR'S OFFICIAL CAR

### I. SCOPE OF PURCHASE REQUEST

The contractor shall provide the required motor vehicle for the Philippine Embassy in Singapore. The offered prices shall include all labor, materials, and insurance.

### II. SPECIFICATIONS

The required specifications for 1 diplomatic car are listed below:

<b>Vehicle type:</b>	<b>Car (Sedan)</b>
Quantity:	1
Seating capacity:	5
Number of doors:	4
Body style:	Sedan
Engine displacement:	Not exceeding 2500cc if gasoline-fed or 3500cc if diesel-fed
Transmission:	Automatic
Doors and windows:	Automatic
Rear window electric defroster	Required
Wipers-windshield-intermittent	Required
Power windows and door locks	Required
<b>Interior</b>	
Air conditioning	Required
Power steering	Required
Floor mats	Required
<b>Safety</b>	
Seat adjustment, electrical with memory	Required
Adaptive LED Headlights	Required
Automatic vehicle stability control	Required
Power antilock brakes, front and rear	Required
Expanded exterior mirror package	Required
Driving Assistant	Required
Front supplemental restraint system, driver and front passenger	Required
<b>Comfort Access System</b>	Required
<b>Recovery System</b>	Required
<b>GPS Navigation</b>	Required



<b>Tires and wheels</b>	
Tire pressure monitoring system	Required
Spare tire assembly	Required
Light alloy wheels	Required
Automatic operation of tailgate	Required
<b>Flag Pennant and Installation Cost</b>	Required (to be included in the quotation)
<b>Handling and Registration Charges</b>	Required (to be included in the quotation)
<b>Other incidental costs such as sea freight and sea insurance</b>	Required (to be included in the quotation)
<b>Custom Clearances</b>	Required
<b>After Sale Services</b>	To be discussed with the Contractor

### III. PRICING

(a) The contractor shall complete all work (including furnishing all labor, material, equipment and services) required under this contract for the fixed price and within the time specified. This price shall include all labor, materials, overhead, and profit.

(b) The quotation and its breakdown shall be inclusive of all materials, labor and ancillary expenses, preferably in Singapore Dollars (SGD). In case the price or portion(s) thereof is in a currency other than SGD, the Contractor shall indicate the reason for such, provided further that the estimated cost in Singapore Dollars (SGD) is also indicated based on the exchange rate at the time of submission of quotation.

### IV. INVOICING and PAYMENT

(a) The Contractor shall submit the invoice and original technical conformity document of the vehicle to the Embassy. Invoices should exclude GST for goods and services that are GST-exempted. The Singapore government will provide the GST and other related taxes exemption through a letter from the MFA.

(b) The Contractor may issue more than one invoice in different currencies in relation to Section III.B above, provided that the reason(s) for such arrangement is indicated in the quotation.

(b) In case the payment or portion(s) thereof is to be made to a foreign bank account using a currency other than SGD in relation to Section III.B above, the Embassy shall make the payment in SGD to be subsequently converted to the elected foreign currency using the bank exchange rate at the time of payment. Any bank charges incurred in the transfer of funds shall be borne by the Embassy including those imposed by the recipient's bank.



(c) The following information must be indicated on the invoice(s):

- Purchase Order Number,
- Description, quantity and total price of the vehicle.
- The description of the vehicle (i.e. make and model, year manufacture, chassis no., engine no., colour)
- GST exemption.
- Bank Information; Bank Name(s), Branch name(s), Account number(s), SWIFT code (if applicable)

(d) The contractor shall submit the original invoice(s) of the vehicle, including the same information described in item (c) as soon as payment is made.

#### **VI. DELIVERY AND RECEIPT CONDITIONS:**

**The physical examination of the vehicle according to the defined specifications will be carried out by Embassy designated personnel prior to payment.**

The Embassy of the Philippines shall be pre-inspecting the offered vehicle at the successful contractor's facility and evaluate for final approval prior to procurement.

The vehicle shall be prepared to be readily available upon receipt of the payment for the delivery in the Embassy of the Philippines.

The contractor shall deliver the vehicle to the Embassy's address at 20 Nassim Road 258396 within thirty (30) days upon the receipt of the Notice of Award.

#### **VII. WARRANTY**

The contractor shall clearly identify and state the warranty period. The vendor shall be responsible and liable for providing the necessary compensation in case of any finding defective, faulted or shortages in the vehicle(s) after delivery to the Embassy.

#### **VIII. OTHERS**

The vehicle license plate and traffic registration shall be handled by the Philippine Embassy in Singapore. The contractor shall provide all necessary documentation for this process.

#### **IX. EVALUATION FACTORS**

- Award shall be made to the lowest priced, acceptable, responsible offeror.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.



- The Government shall determine contractor responsibility by analyzing whether the apparent successful contractor complies with the requirements of Philippine Government including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them;
  - necessary equipment and facilities or the ability to obtain them;
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations; and
  - Company brochure and catalogues on the offered vehicle.



## PRICE QUOTATION FORM

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Madam:

With reference to your request for quotation dated 25 October 2021, please find below our lowest price:

#	Vehicle Description	Quantity	Brand Name & Model Year	Unit Price	Total Price
1	Car Sedan with an engine displacement not exceeding 2500cc, if gasoline fed; or 3500cc, diesel fed	1 each			
	<b>Grand Total*</b>				

*\* Please use a separate sheet for the price breakdown*

(Amount in words): \_\_\_\_\_

The price breakdown is detailed in the attached quotation. Quoted prices are exclusive of applicable government taxes, as applicable.

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number