



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
菲律宾共和国驻厦门总领事馆  
XIAMEN

RFQ-XN-2025-10-0023

**REQUEST FOR QUOTATION**

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of lease of venue for Xiamen PCG's cultural activity, "Filipino Food Festival" in celebration of the 50th anniversary of the establishment of Philippine-China Diplomatic Relations. The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Procurement of Lease of Venue for Xiamen PCG's Cultural Event, "Filipino Food Festival"  
Location : Xiamen  
Specification : Please see attached Annex A  
Approved Budget : Not to exceed RMB 25,000.00

Deadline for Submission of Quotation : 5:00pm , 25 October 2025

Quotations must be delivered to the address mentioned below or e-mailed to [xiamenpcg@dfa.gov.ph](mailto:xiamenpcg@dfa.gov.ph) or [xiamenpcg.procurement@yahoo.com](mailto:xiamenpcg.procurement@yahoo.com) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

BIDS AND AWARDS COMMITTEE SECRETARIAT  
Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District,  
Xiamen City, PROC  
Tel Nos. (+86-592) 5130355 / 5130366  
Fax Nos (0086) 592-5530803

Very truly yours,

  
CHARLESON C. HERMOSURA  
BAC Chairperson

17 October 2025

No 4 Consulate Road, Siming District, Xiamen City, P.R.C. 361008  
Tel No. +86 (592)-513-0355, 513-0366 Fax: + 86 (592)-513-0803  
Email: [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) Website: [xiamenpcg.dfa.gov.ph](http://xiamenpcg.dfa.gov.ph)

## TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS

**Name of Event : Filipino Food Festival**

SPECIFIC REQUIREMENTS / DESCRIPTIONS	COMPLIANCE (Indicate Yes/No )
<p>The Hotel will provide for the following:</p> <p><b>Before 21 November 2025:</b></p> <ol style="list-style-type: none"> <li>1. Chef who can prepare Filipino dishes</li> <li>2. Hotel that will allow the Consulate to bring in personnel and Filipino community members prior to the actual date of Festival, to meet and prepare the Filipino dishes with the Chef, and pre-record the preparations before 21 November 2025. Video recordings of the preparations will be flashed on screen (preferably in an LED or LCD), during the festival and as part of the program.</li> <li>3. Food tasting a week after confirmation of proposed menu by 4 November 2025.</li> <li>4. Ingredients to be provided by the Hotel except those ingredients that are not available in Xiamen.</li> </ol> <p><b>On 21 November 2025</b></p> <ol style="list-style-type: none"> <li>5. Chef to prepare Filipino buffet dishes for 50 pax</li> <li>6. Filipino dishes, menu to be provided by the PH Consulate</li> <li>7. Filipino buffet table and area dedicated for the event, with Philippine motif , to be decorated by the PH Consulate personnel. Materials to be provided by the hotel</li> <li>8. Holding area for VIP guests (10 pax)</li> <li>9. Reserved table for VIP guests and to be served by hotel staff. Name cards to be provided by the hotel.</li> <li>10. Sit down set-up for 40 pax with buffet stations and description of the dishes and service staff;</li> <li>11. Provide 15 pieces of clay pots as serving dishes in the buffet area; Decorations of the PH Buffet table;</li> <li>12. Provide complete set-up requirements: buffet tables, cutleries, chairs,table cloths, registration table, souvenir area, flower arrangements (buffet table and center pieces); and other equipment as necessary</li> </ol>	

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| <ol style="list-style-type: none"><li>13. Assorted drinks including iced tea, soda, buko juice and other available juices for 50 pax</li><li>14. Audio visuals preferably LCD or LED walls if available; sound system wireless microphone and standee and podium</li><li>15. Hotel's contact social media influencers that can cover the event and willing to feature it in their respective pages/channels</li><li>16. Provide Ten (10) Complimentary parking spaces for the PH Consulate and guests.</li></ol> |  |
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Approved Budget for the Contract: RMB 25,000.00

Payment for the Contract: Bank Transfer upon receipt of the Bill

Delivery : 21 November 2025

Conforme:

\_\_\_\_\_  
Signature Over Printed Name

Contact number: (Landline and/or Cellphone) \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Permit no: \_\_\_\_\_