



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

RFQ-XN-2025-11-0031

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 **Team Building Activity 2025**. 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 : **Xiamen PCG's Team Building Activity 2025**
Location : Xiamen
Specification : Please see attached Annex A
Approved Budget : Not to exceed **RMB 50,000.00**

Deadline for Submission of Quotation : 5:00pm , 12 November 2025

Quotations must be delivered to the address mentioned below or e-mailed to xiamenpcg@dfa.gov.ph or 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 No. (0086) 592-5530803

Very truly yours,

CHARLESON C. HERMOSURA
BAC Chairperson

04 November 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 Website: xiamenpcg.dfa.gov.ph

**TECHNICAL SPECIFICATIONS/
TERMS OF REFERENCE**

Procurement for Xiamen PCG's Team Building Activity 2025

I.	Background: The Philippine Consulate General in Xiamen, China is inviting interested parties to submit a quotation for the procurement project, for Xiamen PCG's Year End Evaluation and Wellness Activity for its 19 Officers and Staff.	
II.	Scope of Procurement: The company shall provide the following: 1. Transportation, Meeting Room, Accommodations, Meals, English speaking Facilitator for the Team Building Activities, English speaking Guide during the Cultural Exposure to the place, and Polo shirt	
III.	Specifications	Statement of Compliance
	1 Provide a bus in good condition that will transport the Officers and Staff from the Consulate to the venue on 29 November 2025 and from the venue then back to the Consulate on 30 November 2025	
	Provide a Meeting room with Free wi-fi for the Evaluation Activity for the Consulate, with projector, sound system with at least two (2) microphones, writing pads and pen.	
	A standard full service hotel room for the 19 pax (king/queen/double/twin rooms) Free access to the indoor and outdoor amenities of the hotel	
	Food: Provide morning and afternoon snacks, Lunch, and Buffet Dinner for the first day and Buffet breakfast, Lunch and light afternoon snacks on the second day	
	Design activities that will foster understanding on how to achieve targets, enhance productivity, promote physical strength and mental well-being; and build good work relationships	
	An English speaking guide who will explain the Cultural Heritage sites in the area.	
	One Colored polo shirt for each of the participant with a design to be provided by the Consulate	
IV.	Terms of Payment 1. The invoice shall be addressed to the Philippine Consulate General in Xiamen, and 2. Payment will be done thru bank transfer.	

NOTE:

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

(Name of the Bidder / Bidder's authorized Representative/s)

Signature over printed name

Position:

Date: _____

Contact number/Email address

No 4 Consulate Road, Siming District, Xiamen City, P.R.C. 361008
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