



RFQ-XN-2026-02-0009

### REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of subscriptions of the Tencent Meeting Professional Version (Annual Subscription). 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 : Subscriptions of the Tencent Meeting Professional Version (Annual Subscription)

Location : Philippine Consulate General Grounds, No. 4 Consulate Road, Siming District, Xiamen City, PROC

Technical Specification: Please see attached Annex A

Approved Budget : Not to exceed CNY 1,000.00

Deadline for Submission of Quotation : 5:00 p.m., 25 February 2026

Quotations must be delivered to the address mentioned above or e-mailed to [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@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, 361009  
Fujian Province, PROC  
Tel Nos.: (+86-592) 5130355 / 5130366  
Fax No.: (0086) 592-5530803

Very truly yours,

**CHARLESON C. HERMOSURA**  
BAC Chairperson

20 February 2026

No. 4 Consulate Road, Siming District, Xiamen City, P.R.C. 361008  
Tel Nos.: +86 (592)-513-0355, 513-0366 Fax No: + 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)



**TECHNICAL SPECIFICATIONS & TERMS OF REFERENCE**

**PROCUREMENT OF SUBSCRIPTIONS OF THE TENCENT MEETING PROFESSIONAL VERSION (ANNUAL SUBSCRIPTION)**

I.	<p><b>Background:</b></p> <p>The Philippine Consulate General in Xiamen, China requires subscription to <b>Tencent Meeting Professional Version</b> (Annual Subscription) for official virtual meetings, coordination activities, and online engagements within mainland China.</p>	
II.	<p><b>Scope of Work:</b></p> <p>The supplier shall provide a subscription to <b>Tencent Meeting Professional Version</b> (Annual Subscription).</p>	
III.	<p><b>Technical Specifications</b></p>	<p><b>Statement of Compliance.</b> (State "Comply" or "Not Comply")</p>
	<p>1.</p> <ul style="list-style-type: none"> <li>● Tencent Meeting Professional Version is required to ensure stable connectivity and compliance with internet regulations within mainland China;</li> <li>● The software is proprietary and exclusively developed, owned, and operated by Tencent;</li> <li>● The subscription service is available only through the official Tencent platform and is not supplied by multiple competing distributors offering identical proprietary rights;</li> <li>● No other platform provides identical features, compatibility, and operational accessibility required by the Office within the area of assignment.</li> </ul>	

NOTE:

Bidder must state compliance to each of the provision 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 joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]  
 [Name of the Bidder/Bidder's Authorized Representative/s]  
 [Position]  
 [Date]



ANNEX B

**PRICE QUOTATION FORM**

20 February 2026

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Description	Quantity	Contact Price
Subscriptions of the <b>Tencent Meeting Professional Version</b> (Annual Subscription)	1 lot	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company: \_\_\_\_\_

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

Contact No.: \_\_\_\_\_