



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES

菲律宾共和国驻厦门总领事馆

XIAMEN

RFQ-XN-2024-03-0019

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to procure food catering Service for the Philippine Consulate General Chancery inauguration and National Day Reception and would like to request for a quotation from your company.

Name of Project : Procurement of Food Catering Service for the new Philippine Consulate General Chancery and National Day Reception

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

Terms of Reference : Please see attached

Approved Budget : Not to exceed RMB 55,000

Deadline for Submission of Quotation : 5:00pm , 17 April 2024

Quotations must be delivered to the address mentioned above 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
Tel Nos. (+86-592) 5130355 / 5130366
Fax Nos (0086) 592-5530803

Very truly yours,


KATE CLARISSE T. JINGCO
Vice Consul / BAC Chairperson

6 April 2024

TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS
(To be filled by End-User)

Name of Project: **FOOD CATERING SERVICE FOR THE NEW PHILIPPINE CHANCERY INAUGURATION / NATIONAL DAY RECEPTION**

Package to include the following:

DESCRIPTION	AMOUNT (in RMB)
1) Food and drinks for 180 persons; 2) Proposed menu must be confirmed/approved by the Consulate; 3) Cocktail style set-up with buffet station and service staff; 4) Provide complete set-up requirements: cocktail/buffet tables, cutleries, chairs, table cloths, as necessary; 5) VVIP guests (10-15 pax) at the holding area to be served separately; 6) Appropriate flower arrangements (center pieces); 7) Food tasting a week after confirmation of proposed menu; 8) Provide one carving station (35 kgs pork lechon c/o Filipino Chef); 9) Event venue: Philippine Chancery, No. 4 Consulate Road, from 16:00 to 18:00 (excluding time for set-up, other preparations and egress); 10) Allow display and serving of traditional Filipino foods/delicacies prepared by a Filipino chef; 11) Vehicle access inside the consular compound will be allowed for ingress and egress of catering-related supplies and equipment; 12) No permanent fixtures inside the premises must be altered/damaged before, during preparations and after the event; 13) All kinds of trash (food and others) must be properly disposed of after the event.	

Approved Budget for the Contract: **RMB 55,000 (Y300/pax)**

Payment Terms: Bank Transfer Upon Receipt of Bill

Delivery/Contract Period (use of Venue): 24 May 2024, Friday

Conforme:

Signature Over Printed Name

Contact Number (Landline and/or Cellphone)

Email Address

Business Permit No.

Tax Identification No.

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