



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

RFQ-XN-2024-11-0056

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to procure Lease of Venue for its event on 30 November 2024 and would like to request for a quotation from your company.

Name of Project : Procurement of Lease of Venue for Xiamen PCG's event
30 November 2024

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

Terms of Reference : Please see attached

Approved Budget : Not to exceed RMB 30,000

Deadline for Submission of Quotation : 5:00pm , 15 November 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, PROC
Tel Nos. (+86-592) 5130355 / 5130366
Fax Nos (0086) 592-5530803

Very truly yours,

CHARLESON C. HERMOSURA
Consul and BAC Chairperson

11 November 2024

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

TERMS OF REFERENCE

List of Venue for the Philippine Consulate General in Xiamen
"7th Kamustahan sa Konsulado" with Filipino Community
Saturday , 30 Nov 2024

I. GENERAL REQUIREMENTS

1. Event Date: Saturday, 30 November 2024, 8:30am – 12:00Noon
2. Use of function room (classroom set up) and other facilities (8:30AM-12:00NN)
3. Meeting Venue can accommodate at least 70 persons
4. Use of wide screen, projector, projector clicker, audio/PA System, including at least two (2) microphones
5. Provision of meals for 70 persons
6. Free parking space for PCG vehicles (2 vans and 1 car)
7. Price quotation should be in RMB and inclusive of VAT and other applicable taxes and charges. Price validity shall be for a period of sixty (60) calendar days

II. MEAL REQUIREMENTS

1. Free flowing coffee and tea with 70 pieces of bottled water
2. Lunch (buffet) for 70 persons

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

1. The service provider shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of Thirty Thousand Yuan (30,000) for the entire event.
2. Payment shall be made a week after receipt of the Statement of Account / Bill. Issuance of an Official Receipt (fapiao) is required.

IV. MODE OF PROCUREMENT

The mode of procurement for the lease of venue shall be undertaken in accordance with GPPB Resolution NO. 28-2017, "Approving the Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas."