



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES

菲律宾共和国驻厦门总领事馆

XIAMEN

RFQ-XN-2024-06-0030

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to procure Lease of Venue for its annual team building activity and would like to request for a quotation from your company.

Name of Project : Procurement of Lease of Venue for its Team Building activity

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 50,000

Deadline for Submission of Quotation : 5:00pm , 01 July 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,

ANGELITA C. AGUILAR

Administrative Officer / BAC Chairperson

24 June 2024

TERMS OF REFERENCE

Conduct of Annual Team Building Activity for the
Philippine Consulate General in Xiamen
Proposed Dates: 24-25 August 2024 (Sat-Sun)

I – GENERAL REQUIREMENTS

1. **Duration of Activity**
Two days / One Night (inclusive of travel time)
2. **Transportation**
Train tickets and local bus arrangements for at least 19 participants
3. **Venue**
Provide appropriate team building activity venue for at least 19 persons
4. **Accommodation**
Provide overnight hotel accommodation for all participants
5. **Meals**
Provide meals to all participants for the duration of the activity.
6. **Miscellaneous Expenses**
Inclusive of all miscellaneous expenses (tip for the guide, entrance fees, etc.)

II - APPROVED BUDGET FOR THE CONTRACT (ABC)

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 **RMB Fifty Thousand (RMB50,000.00)** for the entire duration of the event.

Payment shall be made within a week after receipt of the Statement of Account/Bill. Issuance of an Official Receipt (fapiao) is required.

III - MODE OF PROCUREMENT

The mode of procurement for the lease of venue shall be undertaken in accordance with *Republic Act No. 9184, otherwise known as the "Government Procurement Act of 2003"*.