



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

RFQ-XN-2022-01-0003

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to lease a venue for its Basic Life Support Training to be held on 26 February 2022 and would like to request for a quotation from your company.

Name of Project : Procurement Lease of Venue for Xiamen PCG's Basic Life Support Training

Location : Philippine Consulate General Grounds, Nos. 2-3, Ling Xiang Li, Lian Hua Xin Cun, Siming District, Xiamen City, 361009 Fujian Province, PROC

Terms of Reference: Please see attached

Approved Budget : Not to exceed RMB 10,000

Deadline for Submission of Quotation : 5:00pm , 19 January 2022

Quotations must be delivered to the address mentioned above or e-mailed to xiamenpcg@dfa.gov.ph or marcilyn.tubongbanua@dfa.gov.ph 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
Nos. 2-3, Lingxiang Li, Lianhua Xin Cun, Siming District,
Xiamen city, 361009, Fujian Province, PROC
Tel Nos. (+86-592) 5130355 / 5130366
Fax Nos (0086) 592-5530803

Very truly yours,


ELAINE MAE V. LARUAN-HERNANDEZ
BAC Chairperson

10 January 2022

TERMS OF REFERENCE

Lease of Venue for the Philippine Consulate General in Xiamen Basic Life Support Training

I. GENERAL REQUIREMENTS

1. Event date: Saturday, 26 February 2022, 2-6 PM (4 hours)
2. Use of function room and relevant facilities/amenities
3. Meeting venue can accommodate at least 30 persons
4. Use of a wide screen, projector, audio/PA system, including at least two (2) microphones, sturdy/demonstration table
5. Free wi-fi access
6. Provision of meals
7. Free parking space for PCG vehicles
8. 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

- Free flowing coffee and tea with water station throughout the event
- Provision of PM snacks and dinner (buffet/set menu)
- Proposed menus shall be submitted in advance
- Actual menus shall be subject to Consulate approval

III. 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 Ten Thousand (RMB10,000.00)** for the entire event.

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."**