



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

RFQ-XN-2022-03-020

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to rent an office space for its chancery and would like to request for a quotation from your company.

Name of Project : Rental of Office Space for Xiamen PCG Chancery
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 115,000 per month
Deadline for Submission of Quotation : 5:00pm , 11 March 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

7 March 2022

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

NAME OF PROJECT	DESCRIPTION	APPROVED BUDGET	STATEMENT OF COMPLIANCE
LEASE OF CHANCERY	<p>OFFICE SPACE for the Philippine Consulate General in Xiamen with the following minimum requirements:</p> <ul style="list-style-type: none"> AVAILABILITY <ul style="list-style-type: none"> • Rental period: 5 years minimum • Ready for Occupancy on 15 December 2022 PREMISES <ul style="list-style-type: none"> • Floor Space/Area of 800-1300 sq.m. (with at least 800 sq.m. usable space) • Space available should be enough to accommodate offices and work stations for 19-22 personnel, and adequate space for consular area/community hall/Sentro Rizal / Archives Room and supplies and properties storage area • Building is new, not more than ten (10) years old and/or very well-maintained • Existence of vital security arrangements (CCTV, security guards, electronic gate, etc.) • Facilities should include: water supply, toilets within the area covered, adequate lighting system, elevators, fire escapes and fire-fighting equipment LOCATION AND SITE CONDITION <ul style="list-style-type: none"> • Accessible to public transport and parking • With permanent parking spaces for 3-4 official vehicles • With parking spaces for private vehicles and clients • Preferably with free maintenance and daily cleaning included NEIGHBORHOOD DATA <ul style="list-style-type: none"> • Secured location • Preferably within good distance from banks, police and fire station and dining places • Affordable residential properties within the vicinity/area OTHERS <ul style="list-style-type: none"> • Tenant improvements preferably on a built-to-suit arrangements at the expense of the landlord. • Ready telephone, internet, CCTV cabling • Provision of two (2) flag poles in front of the building or at the façade. • Inclusion of diplomatic clause in the lease contract (with English text). • Can provide moving-in rent-free period 	<p>RMB 115,000.00 per month</p>	

Conforme:

Signature Over Printed Name

Contact Number (Landline and/or Cellphone)

Email Address

Business Permit No.

Tax Identification No.