



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

RFQ-XN-2021-11-0055

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to lease a venue for its Evaluation and Year End Thanksgiving to be held on 23 December 2021 and would like to request for a quotation from your company.

Name of Project : Procurement Lease of Venue  
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 , 30 November 2021

Quotations must be delivered to the address mentioned above or e-mailed to [xiamenpcg@dfa.gov.ph](mailto:xiamenpcg@dfa.gov.ph) or [marcilyn.tubongbanua@dfa.gov.ph](mailto: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. LARDIAN-HERNANDEZ  
BAC Chairperson

24 November 2021

## TERMS OF REFERENCE

Lease of Venue for the Philippine Consulate General in Xiamen  
Year-end Evaluation & Thanksgiving  
23 December 2021

### I. GENERAL REQUIREMENTS

1. Event date: Thursday, 23 December 2021, 5:00 PM - 9:00 PM
2. Use of function room (banquet set up) and other facilities/amenities
3. Venue to accommodate all PC personnel and guests
4. Provision of meals.
5. Price quotation should be in RMB and inclusive of VAT and other applicable taxes and charges.

### 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 Ten Thousand (RMB10,000.00)**.

Payment shall be made 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 **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."**