



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**KEDUTAAN BESAR REPUBLIK FILIPINA**  
**JAKARTA**

**REQUEST FOR QUOTATION**  
**ANNUAL PLANNING WORKSHOP AND SECURITY & SAFETY SEMINAR**

In line with its 2021 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure the services for the facilitation of the Annual Planning Workshop and Security & Safety Seminar.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD8,000.00 or IDR113,500,400.00 with fixed rate at USD1=IDR 14,187.55.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 26 November 2021. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN  
Property Officer and Attaché  
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia  
Tel. No. : 3100334  
Fax No. : 3151167  
Email : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 19 November 2021

By Authority of the Bids and Awards Committee (BAC)

  
**JOEL M. PERALTA**  
Chairperson, BAC

## Terms of Reference

### Annual Planning Workshop and Security & Safety Seminar

1. The Approved Budget for Contract (ABC) is USD8,000.00 or IDR113,500,400.00 with fixed rate at USD1=IDR 14,187.55.
2. The quotation must be in IDR and for all of the items listed herein.
3. The prices quoted must be valid and not be subject to any changes.
4. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfill the contract.
5. The prices quoted shall be the final price,
6. Minimum Requirements/Technical Specifications:

The Service Provider shall be responsible for and prevailing Covid-19 related restrictions and health protocols mandated by the Indonesian Authorities	
Event Duration	2 days 11 December 2021 - Annual Planning Workshop 12 December 2021 - Security & Safety Seminar:
Function Room	<ul style="list-style-type: none"> <li>• No. of hours               <ul style="list-style-type: none"> <li>◦ Day 1: 8 hrs Day 2: 8 hrs</li> </ul> </li> <li>• Size: at least 152sqm</li> <li>• The function room must include the following:               <ul style="list-style-type: none"> <li>◦ Tables and Chairs for 35 persons with a classroom setup</li> <li>◦ Wireless microphone (at least two (2))</li> <li>◦ LCD Projector and screen</li> <li>◦ Audiovisual system</li> <li>◦ Whiteboard or Flip Chart and markers</li> <li>◦ Pens and papers for all participants</li> <li>◦ Extension cords</li> <li>◦ Bottled water (350ml)/participants/day</li> <li>◦ WiFi Access</li> <li>◦ Free flowing of coffee, tea and mineral water</li> </ul> </li> </ul>
Hotel Room	<ul style="list-style-type: none"> <li>• No. of guests: 35 pax</li> <li>• Accommodation for two (2) days and one (1) night</li> <li>• 15 Deluxe rooms – Inclusive of the following:               <ul style="list-style-type: none"> <li>◦ Basic Toiletries</li> <li>◦ Two (2) Bottled (350ML) mineral water per person, per day</li> <li>◦ WiFi Access</li> <li>◦ 1x Breakfast for all guests</li> </ul> </li> </ul>

Food	<ul style="list-style-type: none"> <li>• Meals/F&amp;B: <ul style="list-style-type: none"> <li>○ 3x snacks for 35 pax</li> <li>○ 2x Lunch for 35 pax</li> <li>○ Dinner for 35 pax</li> </ul> </li> </ul>
Parking Space	Free parking space for fifteen (15) vehicles for two (2) days
Location	Must be located within DKI Jakarta
Payment Terms	Payment shall be made within ten (10) days after the event and receipt of invoice.