



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

**REQUEST FOR QUOTATION**  
**Lease Venue for Field Voting**

The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to lease a venue for the field voting in Medan for the 2022 National Elections.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD400.00 or IDR5,600,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00, chargeable against the Commission on Elections fund for 2022.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 27 March 2022. 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) or [jakartaconsular@yahoo.com](mailto:jakartaconsular@yahoo.com)

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, 24 March 2022

By Authority of the Bids and Awards Committee (BAC)

  
JOEL M. PERALTA  
Chairperson, BAC

## TERMS OF REFERENCE

### Lease Venue for Field Voting in Medan, North Sumatra, 10 April 2022

The Approved Budget for Contract (ABC) is USD 400.00 or IDR 5,600,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00
<b>General Conditions</b>
<ol style="list-style-type: none"><li>1. The Service Provider must be a highly reputable hotel</li><li>2. The Service Provider shall be responsible for compliance with prevailing Covid-19 related restrictions and health protocols mandated by the Indonesian Authorities</li><li>3. The quotation must be in IDR and should include, but not limited, to the following:<ul style="list-style-type: none"><li>• floor plans and colored photos</li><li>• documents showing that the Service Provider is technically, legally, and financially capable to fulfil contract (e.g. company profile, website, etc).</li></ul></li><li>4. The quoted price shall be final price and include all applicable taxes and not subject to changes</li></ol>
<b>Technical Specification of Venue</b>
<ol style="list-style-type: none"><li>1. Type: Function room</li><li>2. Area: At least 100 sqm.</li><li>3. Date: 10 April 2022</li><li>4. Duration of the lease: Eight (8) hours</li><li>5. Location: Medan City, North Sumatra, Indonesia</li><li>6. Facilities:<ul style="list-style-type: none"><li>• Air-conditioned well-lighted room</li><li>• Tables and chairs</li><li>• Stable wifi connection</li></ul></li></ol>
<b>Payment terms</b>
<ol style="list-style-type: none"><li>1. 50% down payment after issuance of Notice to Proceed by the Embassy.</li><li>2. Full payment will be made after the completion of service.</li></ol>