



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

**REQUEST FOR QUOTATION**

**Indonesian Language Training**

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure services for the facilitation of its Indonesian Language Training.

Please refer to the attached Terms of Reference (TOR). The Approved Budget for Contract (ABC) is Three Thousand US Dollars only (USD3,000.00) or its equivalent in Indonesian Rupiah (IDR).

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than **03 August 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  
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, 27 July 2022

By Authority of the Bids and Awards Committee (BAC)

  
JOEL M. PERALTA  
Chairperson, BAC

## TERMS OF REFERENCE

### Indonesian Language Training

Three Thousand US Dollars only (USD3,000.00) or its equivalent in Indonesian Rupiah (IDR).

#### General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.

#### Technical Specifications

1. The contractor must conduct the following Indonesian Language training:

Level	No. of hours	No. of Sessions	No. of Participants
Beginner (level 1)	32	16	7
Beginner (level 1)	32	16	7
Intermediate (level1)	32	16	3

2. The contractor shall provide books, training materials, and other paraphernalia.
3. The contractor shall issue an certificate for participants that will complete the training course.
4. The training course content must be modifiable and the course must be contextualized.
5. The Embassy shall provide the study room for the Indonesian Language training. The contractor shall shoulder the transportation expense of their instructor/s.

#### Payment Terms

1. The Contractor shall submit the billing and fature pajak upon signing the contract.
2. Payment shall be made within fifteen (15) working days upon receipt of the invoice.