



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

REQUEST FOR QUOTATION

Lease of venue for the Protocol Seminar and Briefing

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to lease a venue for the Protocol Seminar and Briefing.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD4,000.00 or its equivalent in IDR.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 14 November 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

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

Jakarta, 07 November 2022

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

TERMS OF REFERENCE

Lease of venue for the Protocol Seminar and Briefing

Approved Budget for Contract

The Approved Budget for Contract (ABC) is USD4,000.00 or its equivalent in 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.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.
6. The quotation must include floor plans and colored photo of the venue

Technical Specification

Room Type	Function Room
No. of participants	35 participants
Area	At least 10x10 meters and at least 4 meters ceiling height
Date	30 November 2022
No. of hours	8 hours
Location	Jakarta Selatan
Facilities and Equipment	<ul style="list-style-type: none">• Air-conditioned well-lighted room• WiFi Connection• Table and chairs (Classroom type arrangement)• At least two microphones and one wireless microphone• Projector and clicker• Refreshments & bottled water for each participant• Pens and pads• Podium

Payment Terms

1. 50% down payment after issuance of Notice to Proceed by the Embassy.
2. Full payment will be made within fifteen (15) days after the completion of services