



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

REQUEST FOR QUOTATION

Team-Building Activity, Health and Wellness Seminar, Security and Safety Seminar, and Fitness and Sports Program

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 the team-building activity, health and wellness seminar, security seminar and fitness and sports program.

Please refer to the attached Terms of Reference (TOR). The Approved Budget for Contract (ABC) is Ten Thousand US Dollars only (USD10,000.00) 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 **01 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

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, 25 July 2022

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

Terms of Reference

Team-Building Activity, Health and Wellness Seminar, Security and Safety Seminar, and Fitness and Sports Program

The Approved Budget for Contract (ABC) is USD10,000.00 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 include technical details and/or photos of the hotel accommodation, transportations, and programs.
3. The quotation must be in IDR and for all the of items listed herein.
4. The quoted price shall be the final price and include all applicable taxes.
5. The prices quoted must be valid and not be subject to any changes.
6. The quotation must include a detailed price computation.

General Requirements

The service provider shall be responsible for and prevailing covid-19 related restrictions and health protocols mandated by the Indonesian Authorities

No. of participants	
Duration	The event will be for (inclusive of travel time) 27-29 August 2022
Location	Batam, Indonesia
Transportation Requirements	Transportation includes driver and other required operators, fuel, tolls and other costs: <ol style="list-style-type: none">1. 45-seater Airconditioned Bus<ol style="list-style-type: none">a. In Jakarta: Embassy to airport and vice versab. In Batam: Airport to hotel and vice versac. Other transportation: between hotel and event venues: during the event
Airfare	Economy class roundtrip tickets between Jakarta and Batam with 20kg luggage allowance for 24 persons
Accommodation	Reputable safe hotel with 2 double rooms and 10 twin sharing rooms for 2 nights and 3 days

Other Requirements

1. Health kits (hand sanitizer, wet napkins, and disposable masks).
2. At least six boxes of bottled water during the event.
3. Domestic travel insurance.

Specific requirements for event activities

Team-Building Activity

1. Facilitator who can conduct the activity for 24 persons
2. Transportation, driver/operator, fuel and other related costs required for the activity
3. Venue for team-building activity (indoor and/or outdoor)
4. Meals/F&B for 24 person x 3
5. No. of hours: at least 8 hours

Sports and Fitness Program

1. Facilitator who can conduct the activity for 24 persons
2. Transportation, driver/operator, fuel and other related costs required for the activity
3. Venue for team-building activity (indoor and/or outdoor)
4. Meals/F&B for 24 person x 2
5. No. of hours: at least 4 hours

Safety and Security Seminar

1. Venue, equipment (projector and screen), and materials for team-building activity (indoor and/or outdoor)
2. Transportation, driver/operator, fuel and other related costs required for the activity
3. Meals/F&B for 24 person
4. No. of hours: at least 4 hours

Health and Wellness Seminar

1. Facilitator who can conduct the activity for 24 persons
2. Transportation, driver/operator, fuel and other related costs required for the activity
3. Venue for team-building activity (indoor and/or outdoor)
4. Meals/F&B for 24 person
5. No. of hours: at least 4 hours

Payment Terms

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