



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

REQUEST FOR QUOTATION

Lease of Venue for the Overseas Voter Field Registration in Semarang, Central Java, Indonesia on 27 May 2023

The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to lease a venue for the Overseas Voter Field Registration in Semarang, Central Java, Indonesia on 27 May 2023.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is IDR4,500,000.00, chargeable against the Commission on Elections' Fund.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than **22 May 2023**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address 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 procurement abroad if the facility is available.

Jakarta, 15 May 2023

By Authority of the Bids and Awards Committee (BAC)


IHNA ALYSSA MARIE O. SANTOS
Chairperson, BAC

TERMS OF REFERENCE

Lease of Venue for the Overseas Voter Field Registration in Semarang, Central Java, Indonesia

The Approved Budget for Contract (ABC) is IDR 4,500,000.00

General Conditions

1. The Service Provider must be a highly reputable hotel
2. The Service Provider shall be responsible for prevailing Covid-19 related restrictions and health protocols mandated by the Indonesian Authorities
3. The quotation must be in IDR and should include, but not limited, to the following:
 - floor plans and colored photos
 - documents showing that the Service Provider is technically, legally, and financially capable to fulfil contract (e.g. company profile, website, etc).
4. The quoted price shall be final price and include all applicable taxes and not subject to changes

Technical Specification of Venue

1. Type: Function room
2. Capacity: 20-25 persons
3. Date: 27 May 2023
4. Duration of the lease: Eight (8) hours
5. Location: Semarang, Central Java, Indonesia
6. Facilities:
 - Air-conditioned well-lighted room
 - Tables and chairs
 - Stable Wi-Fi connection

Payment terms

1. 50% down payment after issuance of Notice to Proceed by the Embassy.
2. Full payment will be made after the completion of service.