



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

**REQUEST FOR QUOTATION**

Lease of Venue for Consular Services Outreach

In line with its 2023 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to lease a venue for the Consular Services Outreach in Batam, Riau Islands on 25 March 2023.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD330.00 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 March 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](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 a 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, 07 March 2023

By Authority of the Bids and Awards Committee (BAC)

  
**IHNA ALYSSA MARIE O. SANTOS**  
Chairperson, BAC

## TERMS OF REFERENCE

### Lease of Venue for Consular Services Outreach

The Approved Budget for Contract (ABC) is USD 330.00 or its equivalent in IDR.
<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 and 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>
1. Type: Function room
2. Area: At least 70 sqm.
3. Date: 25 March 2023
4. Duration of the lease: Eight (8) hours
5. Location: Batam, Riau Islands, Indonesia
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>
<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>