



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
ĐẠI SỨ QUÁN CỘNG HÒA PHILIPPIN
HANOI

23 March 2018

Subject: Request for Quotation for Lease of Venue for National Day Reception

Sir/Madam:

The Philippine Embassy in Hanoi, Vietnam intends to lease a venue for the Philippine National Day Reception to be held on 12 June 2018, Tuesday at 6:30 pm for approximately 200 guests.

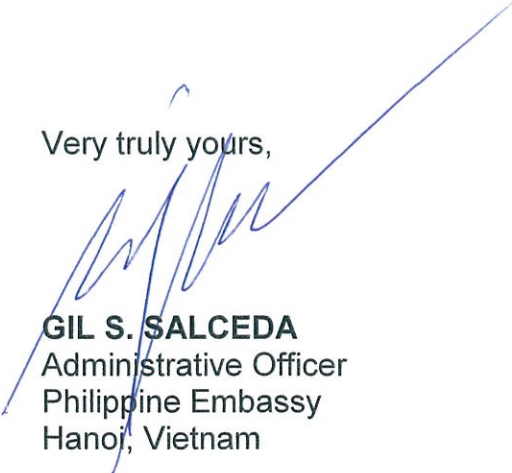
The lease of venue will be undertaken in accordance with the Philippine procurement law.

Please quote your best offer, subject to the attached Terms of Reference (TOR) provided in this Request for Quotation (RFQ). Please submit your quotation duly signed by you or your authorized representative not later than 28 March 2018.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For clarification, you may contact the undersigned at +84-4 3943 7873 Ext. 107, mobile no. +84 936 462 075 or email at: hanoipe1977@gmail.com or gssalceda@msn.com.

Very truly yours,



GIL S. SALCEDA
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**PHILIPPINE NATIONAL DAY RECEPTION
12 JUNE 2018, TUESDAY AT 6:30 pm**

TERMS OF REFERENCE

1) Venue

- Set up of one (1) stage (3.6m x 7.2m)
- Backdrop at stage (4m x 6m) hi-flex printing and framed
- Two (2) Flagpoles at the stage (Philippine and Vietnamese flags)
- Podium with microphone on stage for speeches with microphone plus one (1) standing microphone on the floor
- Two (2) LCD projectors with two (2) screens and one (1) laptop to be provided by the venue provider
- Sound system with two (2) wireless microphones. Background music during dinner
- Ice carving at the center of venue
- 15 cocktail tables with flowers
- Bar station for drinks, wine/liquor
- Chairs set up around the venue
- Venue's space should be able to accommodate 200 – 300 guests

2) Food & Beverages

- Standing Buffet Menu for 200 guests
- Wine/liquor, beer, soft drinks, mineral water (to be provided by the Embassy, without corkage)

3) Payment

- No deposit policy by the Embassy.
- Full payment will be made by the Embassy of the Republic of the Philippines by bank transfer within seven (7) days after the event.
- Price quotations must be valid for a period of 90 calendar days from the date of submission.
- Price quotation/s to be denominated in US dollars and shall include all taxes, duties and other levies payable.
- The approved Budget for the Contract is US\$5,000.00. Quotations exceeding the Approved Budget for the Contract shall be automatically disqualified.
- Lessor shall comply with the Terms of Reference attached to this Request for Quotation.
- Award of the contract shall be made to the lowest quotation which complies with the requirements attached hereto, and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.