



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

**REQUEST FOR QUOTATION FOR FILIPINO OPEN-HOUSE AT THE EMBASSY
PREMISES ON 10 JUNE 2018 AT 27B TRAN HUNG DAO ST., HANOI IN
CONNECTION WITH THE 120TH PHILIPPINE INDEPENDENCE DAY
CELEBRATION.**

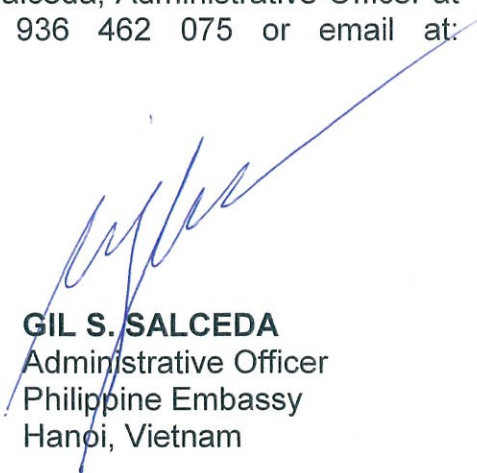
16 April 2018

Name of Company: _____
Address: _____

The Philippine Embassy in Hanoi, Vietnam requests quotation from reputable hotel and catering service provider for a Filipino open-house activity to be held at the Philippine Embassy premises on 10 June 2018 at 8:00 am, in connection with the 120th Independence Day celebration for approximately 200 people.

Please quote your best offer based on the attached Terms of Reference duly signed by your authorized representative not later than 20 April 2018.

For clarification, you may contact Mr. Gil S. Salceda, Administrative Officer at +84-4 3943 7873 Ext. 107, mobile no. +84 936 462 075 or email at: hanoipe1977@gmail.com or gssalceda@msn.com.


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TERMS OF REFERENCE

1. Quotations shall provide correct and accurate information.
2. Price quotations must be valid for a period of 90 calendar days from the date of submission.
3. Price quotation/s to be denominated in US dollars and shall include all taxes, duties and other levies payable.
4. The approved Budget for the Contract is US\$900.00. Quotations exceeding the Approved Budget for the Contract shall be automatically disqualified.
5. Quotations shall comply with the Terms of Reference attached to this Request for Quotation.
6. Award of the contract shall be made to the lowest quotation which complies with the requirements attached hereto.
7. No deposit policy of the Embassy
8. Full payment shall be made by the Embassy through bank transfer within seven (7) days upon receipt of Invoice from the provider.
9. Light Breakfast, Buffet
10. Provider should be able to include in the cost the setting-up of tables and chairs with decorations at the Philippine Embassy premises.
11. Set-up time should be at 6:00 in the morning.