



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
القنصلية العامة لجمهورية الفلبين بجدة
JEDDAH



REQUEST FOR QUOTATION

The Philippine Consulate General in Jeddah, Kingdom of Saudi Arabia intends to lease a venue for the 55th Anniversary of Philippines and Kingdom of Saudi Arabia Diplomatic Celebration of the Philippine Consulate in Jeddah for one (1) day on 03/04 November 2024, and would like to request quotations for the said event from qualified and capable firms. Lowest price quotation of venue qualifies under the terms of reference shall be chosen. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the procurement are as follows:

Name of Project : Lease of Venue for the 55th Anniversary of Philippines and Saudi Arabia Diplomatic Relations on 03/04 November 2024 of the Philippine Consulate General in Jeddah

Terms of Reference :

Minimum Specifications:

- One (1) Event Hall;
- Conference Meeting set-up in the morning
- Cocktail tables in the evening, with a few chairs;
- LCD Projector and Screen;
- Microphones;
- Podium;
- Stage; and
- Sound System.

Morning Event:

- Minimum Capacity: 150 persons
- Time : 10 am – 3pm
- Coffee break and buffet lunch

Evening Event:

- Minimum Capacity: 250 persons
- Time: 7 pm – 1 am
- Cocktail dinner reception

Approved Budget : Not to exceed a total of 65,000 Saudi Riyals
Inclusive of 15% Value Added Tax and
2.5% Municipality Tax

Please submit your duly signed quotation on or before **11 August 2024, 1500H**. The Consulate accepts quotations submitted directly, or by email at the following address and email address:

- 4663 Fajr Street, Al Rehab District 6, P.O. Box: 4794 Jeddah, 21412 – Saudi Arabia
- jeddahpcg.admin@dfa.gov.ph, copy furnished jeddahpcg@dfa.gov.ph

Submission of relevant brochures and information materials will also be appreciated.

Very truly yours,



JULES PATRICK A. AGUILA

Vice Consul and Administrative Officer
Head, Bids and Awards Committee Secretariat

Jeddah, 04 August 2024