



Date: 05 December 2024

REQUEST FOR QUOTATION
Lease of Venue for the 2024 Year-End Evaluation, Echo Training, and Planning Session for 2025 of the Philippine Consulate General in Agana

Sir/Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate hereby reserves the right to reject any/all offers and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied/delivered shall be subject to the usual inspection by the Consulate's duly authorised representative.
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Kindly submit your quotation on or before **10 December 2024**.

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES AND OTHER LAWFUL CHARGES)
1	lot	Please see attached Technical Specifications/Terms of Reference		

Note: Please specify the TERMS OF PAYMENT and DELIVERY DATE.

COMPANY NAME/SUPPLIER:
CONTACT PERSON:
ADDRESS AND TELEPHONE NO.:


RUBY R. FERNANDEZ
Canvasser

TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE
Lease of Venue for the 2024 Year-End Evaluation, Echo Training, and
Planning Session for 2025 of the Philippine Consulate General in Agana

- Date of event: 17 December 2024
- Venue packaged for the Philippine Consulate General in Agana's Year-end Consultations and Planning Meeting, 2:00 PM to 10:00 PM, inclusive of:

Food:

- Afternoon snacks with complimentary coffee, iced & hot tea, water to be served from 2:00pm to 4:00pm;
- Early dinner, inclusive of drinks (sit down or buffet) to be served from 5:00pm to 8:00pm
- Late snacks to be served from 9:00pm to 10:00pm

Conference Room:

- Board room set-up
- Room capacity for 17 pax
- Two (2) wireless mics
- One (1) podium for speaker
- One (1) extension power strip
- PA system
- LCD projector, projector screen or big screen TV with HDMI connector for laptop
- Tables and chairs for small group/break out sessions

Terms of Payment:

One (1) invoice indicating total cost inclusive of taxes and other lawful charges should be addressed to "Philippine Consulate General". Check payment to be issued at the conclusion of the activity/event.