



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
AGANA, GUAM, USA

Date: 05 November 2021

REQUEST FOR QUOTATION
Philippine Consulate General in Agana Team-Building Activity
Project No. PCGAG-2021-57

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 authorized representative.
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submit your quotation using this form or on company letterhead duly signed by the company's authorized representative not later than 09 November 2021.

QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES, AND DELIVERY AND INSTALLATION COSTS)
1	lot	● Please see attached Technical Specifications/Terms of Reference.		

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

(Sgd.) _____
ROSEMARIE S. RAMOS-BLASER
Canvasser

(Sgd.) _____
RUBY R. FERNANDEZ
Administrative Officer

TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE
Philippine Consulate General in Agana Team-Building Activity
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Philippine Consulate General Team-Building and Wellness Activity
Date: 20-21 NOVEMBER 2021

Terms of Reference

Engage the services of an event specialist/event coordinator/event organizer to provide Team-Building and Health & Wellness Package for the Philippine Consulate General officers and staff based on the following program of activities:

20 November 2021, morning

- Outdoor cultural or familiarization tour
- Inclusive of lunch to be served and taken outdoors observing existing GovGuam Executive Order on limits to social gatherings, roundtrip transportation arrangements (pick-up and drop-off point to be determined)

20 November 2021, afternoon

Option 1: Indoor activity program c/o Philippine Consulate General (observing existing GovGuam Executive Order on limits to social gatherings)

Option 2: Outdoor activity program c/o Philippine Consulate General (observing existing GovGuam Executive Order on limits to social gatherings)

Hotel / Venue requirements:

1) Room accommodations overnight stay without breakfast (please see below room arrangements)

2) Option 1: Rent of Conference Room for 16 pax on 20 November 2021, 1:00 PM - 5:30 PM

- Afternoon snacks with complimentary coffee, iced & hot tea, water to be served and taken outdoors observing existing GovGuam Executive Order on limits to social gatherings
- Dinner buffet to be served and taken outdoors observing existing GovGuam Executive Order on limits to social gatherings
- Two (2) wireless mics
- One (1) registration table
- Board room set-up
- One (1) table/podium for speaker
- One (1) extension cord and power strip
- PA system
- LCD projector, projector screen or big screen TV with HDMI connector for laptop

Option 2: Rent of Outdoor Venue for 16 pax on 20 November 2021, 1:00 PM - 5:30 PM

- Afternoon snacks with complimentary coffee, iced & hot tea, water to be served and taken outdoors observing existing GovGuam Executive Order on limits to social gatherings
- Dinner buffet to be served and taken outdoors observing existing GovGuam Executive Order on limits to social gatherings
- Sound system/ PA system
- Two (2) wireless mics
- One (1) registration table
- Tables for 16 pax



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES AGANA, GUAM, USA

- One (1) extension cord and power strip
- LCD projector, projector screen or big screen TV with HDMI connector for laptop (if possible)

3) Outdoor venue inclusive of brunch on 21 November 2021 (8:00 AM – 9:00 AM) health and wellness activity

4) Health and wellness activity instructor

Polo shirts and banner

Package to include polo shirts with Consulate logo and team-building banner. Logo and wordings to be provided by the Consulate.

Payment Terms

One (1) invoice indicating total cost inclusive of taxes and other lawful charges for the team-building activity package should be addressed to “Philippine Consulate General.” Check payment to be issued at the conclusion of the team-building activity.

Hotel/Room Arrangements without breakfast

Check-in: 20 November 2021

Check-out: 21 November 2021 Late check-out, if it can be accommodated)

Room Type	No. of occupants
Total no. of rooms: 14	Total no. of occupants: 16
Deluxe	1
Standard	1
Standard	1
Standard	2
Standard	2
Standard	1
Standard	1

590 S. Marine Corps Drive, Suite 601-602 ITC Building, Tamuning 96913 Guam, United States

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