



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

Date: 03 December 2021

REQUEST FOR QUOTATION
Lease of Venue for Agana PCG Year-end Planning Meeting
Project No. PCGAG-2021-77

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 07 December 2021.

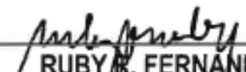
QTY.	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT (INCLUSIVE OF TAXES, AND DELIVERY AND INSTALLATION COSTS)
1	lot	Please see attached Technical Specifications/ Terms of Reference		

COMPANY NAME/SUPPLIER: _____

CONTACT PERSON: _____

ADDRESS AND TELEPHONE NO.: _____


ROSEMARIE RAMOS-BLASER
Canvasser


RUBY R. FERNANDEZ
Administrative Officer

590 S. Marine Corps Drive, Suite 601-602 ITC Building, Tamuning 96913 Guam, United States
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TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE
Lease of Venue/Function Room Package for the Philippine Consulate General Year-end
Consultation and Planning Meeting
Project No. PCGAG-2021-77

Date of event: 18 December 2021

Function Room Package consisting of:

- Indoor venue for the Philippine Consulate General Year-end Planning Meeting, 1:00 PM to 5:00 PM, inclusive of:
 - Afternoon snacks with complimentary coffee, iced & hot tea, water
 - Two (2) wireless mics
 - 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

- Outdoor venue with holiday and floral decors for dining in compliance with Guam social gathering restrictions and health protocols, 6:00 PM - 10:00 PM

Payment Terms

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 Year-end Planning Meeting.