OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

02 August 2023

Sir/Madame:

Greetings!

The Department of Foreign Affairs - Office of Protocol and Office of Public and Cultural Diplomacy kindly will host a cultural immersion activity for Non- Resident Ambassadors entitled "Mesmerizing Manila".

In this regard, this Office requests a quotation following the attached terms of reference for this procurement. Quotation should not exceed the Approved Budget for Contract (ABC) of Php 300,00.00 only. Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **<u>7 August 2023, 1200H</u>**.

For further information, feel free to call us at (02) 8834-4000 local 4245 or 09190949150 or send an email to <u>op@dfa.gov.ph</u>

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,

JEDDALYN V. LUIS- VILLAPANDO Property Officer

Pasay City, 02 August 2023

TERMS OF REFERENCE

OFFICE: Office of Protocol

PROJECT: Mesmerizing Manila: A Cultural Immersion Activity for Non-Resident Ambassadors (NRAs)

This project requires the service of <u>an Events Management Company/service provider that</u> <u>can create a tour package that will not exceed the approved budget of Php 300,000 and</u> <u>shall comply with the enumerated Terms of Reference below:</u>

a. Date of Event: 1st Batch – 09 August 2023 2nd Batch – 16 August 2023
b. No of pax per batch Ambassadors
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with Spouses, and other delegates from DFA)

c. Program:

0900H	Pick up
0920H	Assembly at the National Museum
0930H – 1100H	Tour at the Fine Arts and Anthropology Museum
1145H – 1330H	Lunch at Goldenberg Mansion/ Bayleaf Hotel/ Rizal Park Hotel
1340H – 1500H	Museo de Intramuros
1500H – 1600H	Afternoon snack at Barbara's Restaurant
1600H – 1730H	Fort Santiago
1740H	Return to the Hotel

- d. To provide the service vehicle to pick-up VIPs from Hotel to venues and vice versa
 - Coaster with chauffer
 - Cover gas, parking fees and chauffer meal
 - Destination within Manila only.
 - Provide Alcohol/ Sanitizer
- e. To arrange the tours at National Museum, Museo Filipino Intramuros and Intramuros Tour
 - Guided tour for the 4 NRA's with Spouse and other delegates from DFA
 - Exclusive tour guide in each of the three establishment
 - Shoulder the required fees i.e. entrance fees, tour guide fees, if any
- f. To handles arrangement and payment of lunch and snacks at the chosen venues

f.1 Lunch at Goldenberg Mansion/ Bayleaf Hotel/ Rizal Park Hotel with caterer that can serve an excellent Filipino cuisine.

- Shoulder venue and facility fees
- 3- course meal of the chosen caterer, subject for the approval of the DFA-OP
- Seat plan/ table arrangement will be handled by DFA- OP, Socials Division
- Dietary restrictions will be provided by DFA- OP, Socials Division, if any.

f.2 Snack at Barbara's Restaurant

- Secure reservation at Barbara's Restaurant
- Menu subject for the approval of the DFA- OP
- Seat plan/ table arrangement will be handled by DFA- OP, Socials Division
- Dietary restrictions will be provided by DFA- OP, Socials Division, if any.
- g. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.
- h. Bidders should accept a send-bill payment arrangement.
- i. Authorized Signatory: Francisco Noel R. Fernandez III Assistant Secretary Office of Protocol
- j. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984:
 - Proof of valid PhilGEPS registration;
 - Copy of current Mayor's Permit;
 - Copy of BIR Certificate of Registration;
 - Copy of latest Income Tax Return

Contact Persons/ Details: Ms. Jeddalyn V. Luis-Villapando (02) 8834-4245/ op@dfa.gov.ph