



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID

REQUEST FOR QUOTATION

The Philippine Embassy in Madrid, Spain requests quotation for the rent of venue with catering service for its upcoming Diplomatic Reception in celebration of the 126th anniversary of Philippine Independence which will be held on 12 June 2024.

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

Please see the attached Terms of Reference (TOR).

Approved Budget for
the Contract : €45,000.00

If interested your company may submit a quotation preferably with the inclusion of VAT (IVA) on or before 29 May 2024.

Madrid, 10 May 2024


ERIC P. VALENZUELA
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

I.	Background: The Philippine Embassy in Madrid intends to lease a venue for the 126 th Philippine Independence Day Diplomatic Reception, which will be held on 12 June 2024 from 7:30PM to 9:30PM
II.	Requirements for the rental of a venue:
	a. The hall can accommodate at least 400 to 600 guests;
	b. Cocktail menu;
	c. Sufficient lightning;
	d. Within the city center of Madrid;
	e. Sufficient number of tables;
	f. Use of kitchen;
	g. The provider must allow ingress and egress time;
	h. The provider must provide a stage and carpeting.
	i. The provider must be able to provide at least 20 parking slots for its VIP guests and Embassy vehicles.
III.	Payment terms:
	a. The provider must submit an invoice that includes VAT;
	b. Quotation shall not exceed the Approved Budget of the Contrat (ABC) of €45,000.00