



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSULADO GENERAL DE LA REPÚBLICA DE FILIPINAS
Barcelona

RFQ BCN-09-2024

REQUEST FOR QUOTATION

27 May 2024

Sir/Madame:

The Philippine Consulate General in Barcelona would like to request a quotation for the Lease of Venue for DFA Online Voting Canvassing System Training and Internet Voting Information Drive for Filipino Community Leaders Abroad (Leg 1) in Barcelona, Spain.

- Specifications / Terms of Reference : SEE ANNEX A

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required;
2. Price quotation shall include all taxes, duties and/or levies payable;
3. Payment: upon agreement of both parties
4. Please submit a quotation on or before **30 May 2024, Thursday** via email at barcelona.pcg@dfa.gov.ph;
5. For further information please call 931.038.247



Sincerely yours,


LEE D. GANO
BAC Vice Chairperson



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ANNEX A

SPECIFICATIONS / TERMS OF REFERENCE FOR THE LEASE OF VENUE

| DATE | PARTICULARS | NO. OF PAX | FUNCTION ROOM REQUIREMENTS / SET UP |
|--|--|-------------------|--|
| DAY 1 06 JULY 2024 DFA OVCS TRAINING | AM SNACKS BUFFET LUNCH PM SNACKS | 40 | <ul style="list-style-type: none">• One (1) function room with a banquet style / round table layout, and with the provision of sufficient power sockets / outlets and audio-visual equipment• One (1) LCD LED Projector, sound system, dining tables, at least (5) wireless microphones• Podium with (1) microphone for presenter• Table for presenter's laptop with one (1) wireless clicker |
| DAY 2 07 JULY 2024 Internet Voting Information Drive for the Filipino Community Leaders | AM SNACKS BUFFET LUNCH PM SNACKS | 105 | <ul style="list-style-type: none">• One (1) function room with a banquet style / round table layout, and with provision of sufficient power sockets / outlets and audio-visual equipment• Two (2) LCD LED projectors, sound system• Ten (10) wireless microphones;• A table for secretariat staff inside function room• Podium with one (1) microphone for presenter• Table for presenter's laptop with 1 wireless presentation clicker |

MEALS:

- Food items must be properly labeled to inform guests of their ingredients in case they have religious/dietary restrictions and/or food allergies.



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TRANSPORTATION REQUIREMENTS:

| DATE | NO. OF PAX | NO. OF VANS | REMARKS |
|---------------------|-------------------|--------------------|--|
| 05 July 2024 | 9 | 4 | Arrival 3 vans for the Supervising Commissioners 1 for the COMELEC trainers/participants |
| 06 and 07 July 2024 | 3 | 3 | For the 3 Supervising Commissioners |
| 08 July 2024 | 9 | 4 | 3 Vans for the Supervising Commissioners 1 for the COMELEC trainers / participants |
| 09 July 2024 | 9 | 4 | Departure Day 3 vans for the Supervising Commissioners 1 for the COMELEC trainers / participants |

- The number of participants for the day 1 and 2 are subject to change upon the final approval of COMELEC.
- Transportation requirements for the activity will be coordinated with the Hotel, if any. Otherwise, transportation services will be coordinated with other companies available.