

REPUBLIC OF THE PHILIPPINES  
**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
BANGKOK, THAILAND

**REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Bangkok, Thailand intends to procure food and beverages (meeting package services) for a roundtable discussion with ambassadors and representatives of select foreign missions based in Bangkok, Thailand as well as with senior Thai government officials on 01 November 2024. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the procurement are as follows:

Name of Project	:	<b>Food and Beverages (Meeting Package Services) for the Embassy's Roundtable Discussion with Ambassadors and Representatives of Select Foreign Missions based in Bangkok, Thailand and with Senior Thai Government Officials on 01 November 2024</b>
Scope of Work	:	Please see attached Annex A
Approved Budget	:	Not to exceed a total of THB64,000.00
Payment	:	Send-bill Arrangement

Please submit a signed quotation and indicate your acceptance of the said procurement. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address and fax numbers:

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **31 October 2024, 0900H**. Should you require further information and clarification, you may contact the Embassy at telephone no. +662 259 0139 ext. 120.

Very truly yours,

**Jhon Rick C. Salvedia**  
Property Officer

29 October 2024

## **ANNEX A**

### **SCOPE OF WORK**

#### **A. Scope of Procurement**

The procurement of food and beverages (meeting package services) for the Embassy's roundtable discussion shall include a meeting room with space enough for 40 participants.

#### **B. Minimum Specifications**

The meeting package services shall have the following supplies and equipment:

- Meeting tables and chairs to be set up in a hollow rectangle layout
- LCD screen and projector
- Extra one (1) TV monitor
- Wireless microphones and sound system
- Podium
- Wi-Fi connection
- Nameplates
- Notepads and pencils

The food and beverages included in the meeting package services shall have the following minimum requirements:

- One (1) savory food item
- One (1) sweet food item
- Coffee, tea, and drinking water

#### **C. Payment Term**

The Embassy shall pay the cost of the food and beverages (meeting package services) at the end of the event and upon receipt of the invoice. The Embassy will apply for VAT exemption as part of its diplomatic privileges.