



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

18 November 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **customized banner in commemoration of the 2021 18- Day Campaign to End Violence Against Women**. The details of the project are indicated in the attached Terms of Reference.

Interested companies must accomplish and send the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference on or before 1600H (Singapore Standard Time), 22 November 2021, via email at [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) or by courier at 20 Nassim Road, Singapore 258395. For queries regarding the project, you may email [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or call 6924-1175 or 67373977 ext 116.

Thank you for considering the Embassy's project.

Sincerely Yours,

  
JHULLIE ANNE A. BENIAHAN  
BAC Chairperson

## Annex "A"

### PRICE QUOTATION FORM

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
To supply a digitally printed PVC banner with the following requirements: <ul style="list-style-type: none"><li>• 108" x 36"</li><li>• All round eyelets</li></ul> True to color and wording of the image (see attached)	1 pc		

Total amount in Sgd: \_\_\_\_\_

Amount in words: \_\_\_\_\_

This also serves as our compliance to the terms and provisions of the Terms of Reference for the project.

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number

## Banner in Commemoration of the 2021 18-Day Campaign to End Violence Against Women

<b>Background</b>	
The Philippine Embassy in Singapore intends purchase a banner in commemoration of the 2021 18-Day Campaign to End Violence Against Women.	
<b>Objective</b>	
The banner aims to inform the public of such an activity observed by the agencies and instrumentalities of the Philippine government.	
<b>Technical Specifications</b>	
<b>I.</b>	<b>Scope of Work</b>
	To supply a digitally printed PVC banner with the following requirements: <ul style="list-style-type: none"> <li>• 108" x 36"</li> <li>• All round eyelets</li> <li>• True to color and wording of the image (see attached)</li> </ul>
<b>II.</b>	<b>Project Duration</b>
	The banner should be available for pick-up on or before 23 November 2021.
<b>III.</b>	<b>Data Ownership and Privacy</b>
	All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the procuring entity, whether provided to the contractor by the procuring entity or provided by a third party to the contractor in connection with contractor's provision of services to the procuring entity, including any such data that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of contractor, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the procuring entity.
<b>IV.</b>	<b>Invoicing and Payment</b>
	The Contractor shall issue the invoice upon collection of the banner. The invoice shall include the following: <ul style="list-style-type: none"> <li>• Total price and price breakdown (inclusive of GST and other lawful charges)</li> <li>• Bank account name, bank account number</li> </ul>
	The Procuring Entity shall pay the Provider via bank transfer at the selected bank account.



The Department of Foreign Affairs joins the observance of the  
**18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN**

25 NOVEMBER TO 12 DECEMBER

In support of:

