



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

RFQ-2023-11-02

10 November 2023

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore is undertaking the procurement of a venue for the Embassy Yearend Activity on 07 December 2023 at 6:00 - 9:00 p.m. (good for 60 pax).

The following are the other needed requirements for said activity:

- Round table arrangement / 8 per table;
- With stage 12 x 24 size;
- With sound system (2 microphones with stand);
- Food (dinner buffet with 2-3 viands, rice, dessert including drinks);
- Big space for group activities; and,
- Screen projector for presentation

Should your company be interested, please accomplish the attached Price Quotation Form (Annex A) and also provide a valid copy of your company's ACRA Profile for official documentation purposes.

Kindly submit said form by 16 November 2023, 1700H (Singapore local time) through email address: gloria.castano-zafra@dfa.gov.ph.

Thank you.

Sincerely yours,

(Original Signed)
JOYLEEN E. SANTOS
Chairperson, BAC

**ANNEX A
PRICE QUOTATION FORM**

Date :

To : **MS. GLORIA JEAN V. CASTAÑO - ZAFRA**
Administrative Officer
Embassy of the Philippines - Singapore
Level 16 Units 12A 13/14 Triple One Somerset Building
111 Triple One Somerset Singapore 238164

Madam,

After having carefully read and accepted the terms and conditions in the Request for Quotation for **Request for Quotation for Venue for the Embassy Year-End Activity**, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words:

Inclusions:

Very truly yours,

Full Name and Signature

of Representative :

Designation :

Company Name :

Contact Number :

Email Address :