



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
菲律賓共和國駐澳門特別行政區總領事館
MACAU SAR

REQUEST FOR QUOTATION

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure services of a Tour Provider for its Team Building Activity, detailed as follows:

Date	Project Specification	Approved Budget for the Contract MOP
19 November 2021	Provision of Tour Services for the Team Building Activity of the Consulate's twenty-five (25) personnel (Please see attached Terms of Reference for further details.)	MOP16,000.00

Please submit a **signed quotation** and indicate your **acceptance of the attached Terms of Reference** for the procurement **on or before 4 November 2021**. The Consulate accepts open quotations submitted directly through email at macau.pcg@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract (ABC) of Sixteen Thousand Macau Patacas (**MOP 16,000.00**) or Ninety-one Thousand One Hundred and Nine Philippine Pesos and Nine Centavos (PHP 91,109.09)¹ and detailed in the attached Terms of Reference.

Kindly send us the signed copy stating the company's compliance to the said Terms of Reference.

Should you require further clarification, please contact Ms. Ma. Josefa L. Villena at (+853) 6397 2017 or send an email to macau.pcg@dfa.gov.ph.

Very truly yours,


MARIA ANGELICA C. GENOTIVA
BAC Chairperson

Macau SAR, 27 October 2021

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation shall be denominated in Macau Patacas and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Philippine Consulate General in Macau SAR reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

¹ PHP50.11=1USD=8.8MOP

TERMS OF REFERENCE (TOR)

ACTIVITY : Philippine Consulate General in Macau SAR Team Building Activity for 2021
DATE : 19 November 2021

ITEMS	REFERENCE	
I.	<p>Background</p> <p>The Philippine Consulate General in Macau SAR intends to procure services of a Tour Provider for its Team Building Activity (TBA) for 2021.</p>	
II.	<p>Objectives</p> <p>To provide an opportunity for the twenty-five (25) personnel of the Philippine Consulate General in Macau SAR to familiarize themselves with Macau's history to aid them in the performance of their duties at Post; In particular, to gain knowledge and appreciation of Macau's UNESCO World Heritage sites; and</p> <p>To promote wellness and camaraderie among Post's personnel in order to enhance productivity.</p>	
III.	<p>Scope of Services</p> <p>A. The Tour Provider shall provide the following:</p> <ol style="list-style-type: none"> 1. 8-hour guided tour 2. English speaking tour guide 3. Trivia game inclusive of prizes 4. Buffet lunch 5. Snacks and bottles of water 6. Transportation 7. Printing of polo shirts for the twenty-five (25) participants (Annex A) 8. Printing of banner (Annex B) <p>B. The Tour Provider shall design and execute a well-planned itinerary of activities covering at least seven (7) UNESCO sites in Macau Peninsula including Dom Pedro V Theater and at least one (1) cultural heritage site each in Taipa and Coloane.</p> <p>C. The English speaking tour guide shall provide information on the historical background of the sites and organize a trivia game to enable the personnel to test their knowledge about the sites and build rapport at the same time.</p>	<p>STATEMENT OF COMPLIANCE</p>

IV.	Terms of Payment	
	<ol style="list-style-type: none"> 1. Payments shall be made within 5 days upon receipt of the invoice; 2. Billing must be addressed to the Philippine Consulate General in Macau SAR; and 3. The Consulate shall pay the cheque upon submission of original receipt. 	

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. . All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]

Contact Number (Landline and/or Cellphone)

Email address

Business Permit Number or License No.

DESIGN BY:



PRODUCT CATEGORY: POLO T Shirt Printing
Front, Back, and left side sleeve print

PRINTING METHOD: Vynil
Polo shirt color: Royal Blue

FRONT



BACK



LOGOS:



ANNEX A

6' OR 73"



PHILIPPINE CONSULATE GENERAL IN MACAU SAR

Units 1404-1406, 14/F AIA Tower Avenida Comercial de Macau SAR China • Tel: +853 28757111 • macaupcg.dfa.gov.ph

3'
OR
36"

ANNEX B