



## REQUEST FOR QUOTATION

10 August 2023

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to select a company for the provision of a venue to hold the Diplomatic Decorum event on September 08, 2023, and would like to request quotations from any interested party. You may refer to the following specifications related to this matter:

Quantity	Unit	Item Description	Price
1	unit	Venue Rental	

Please submit on or before **17 August 2023** a signed quotation for the provision. Should you require further clarifications, please contact the Embassy at telephone number +965 6500 2612 and e-mail [bac.kuwaitpe@gmail.com](mailto:bac.kuwaitpe@gmail.com) or [kuwait.pe@dfa.gov.ph](mailto:kuwait.pe@dfa.gov.ph).

Very truly yours,

**JOSEL N. MOSTAJO**  
Chairperson, Bids and Awards Committee

RFQ-08-23-0037



السفارة الفلبينية  
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
KUWAIT

### **TERMS OF REFERENCE**

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for engaging the services of a provider for provision of venue for an upcoming event.
2. **DURATION AND SCOPE** – The contract shall be one-time only.
3. **DELIVERY** – The provider must provide a venue for the date given and provide the necessary amenities for the event.
4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
5. **PAYMENT PROCEDURE** – Payment for the services will be for the next Fifteen (15) days upon the provision of services, in Cheque.