



REQUEST FOR QUOTATION

01 December 2025

The Philippine Consulate General in Los Angeles, through its Bids and Awards Committee (BAC) and its Secretariat, intends to procure the services of a hotel venue to host a one-day team-building activity for approximately 50 personnel within the month of December 2025. The venue should provide the necessary facilities and services, including meals, tables, chairs, audio-visual equipment, and parking for at least 10 vehicles.

This procurement activity is undertaken pursuant to GPPB Resolution No. 28-17 dated 31 July 2017.

Interested hotels or service providers are invited to submit their lowest price quotation for the venue and associated services detailed in Annex 1, subject to the following conditions:

1. Submitted quotations shall be considered the service provider's final offer. Should the quotation be acceptable, a duly accomplished and approved Purchase Order will be issued. The final schedule and details will be indicated or confirmed in the Purchase Order.
2. The Consulate General in Los Angeles reserves the right to accept or reject any or all quotations and to award the contract in the best interest of the Government.
3. All services and facilities provided shall be subject to inspection and approval by the authorized representative of the Consulate General.
4. Payment shall be made in U.S. Dollars directly to the winning service provider.
5. Payment shall be processed only upon full compliance with prescribed accounting and auditing requirements.
6. The validity period of the quoted price must be clearly indicated in the proposal.
7. The deadline for submission of quotations is **not later than 14 December 2025**.
8. Quotations may be submitted via email to lapcgpropertysection@gmail.com and adm.philcongenla@gmail.com.

FRANCIS MAYNARD S. MALEON
BAC Chairperson



ANNEX 1

TECHNICAL SPECIFICATIONS / REQUIREMENTS FOR VENUE

Purpose: One-day team-building activity for approximately 50 participants.

Date of Activity: To be confirmed (December 2025)

Venue Requirements:

1. Function Room:

- Capacity to comfortably accommodate 50 participants in a workshop/seminar setup
- Tables and chairs arranged for interactive activities (classroom or U-shape setup preferred)
- Clean, well-ventilated, and accessible venue

2. Audio-Visual Equipment:

- Projector and screen
- Sound system with microphone (preferably wireless)
- Extension cords and power outlets as needed
- On-site personnel to assist with technical setup, operation, and troubleshooting during the activity

3. Meals and Beverages:

- Morning and afternoon coffee/tea breaks with snacks for all participants
- Lunch and dinner for all participants

4. Parking: Availability of at least 10 parking spaces for participants and organizers

5. Other Facilities/Services:

- On-site staff to assist with setup, technical support, and other logistical needs
- Wi-Fi access for participants and facilitators
- Restrooms accessible from the function area
- Safe and secure premises

6. Optional / Preferred:

- Outdoor space for group activities (if applicable)
- Ease of access from major routes in Los Angeles

NOTE: Please specify the TERMS OF PAYMENT, DELIVERY DATE and the following details in your submission:

- **BUSINESS NAME OF CONTRACTOR**
- **CONTACT PERSON**
- **PHYSICAL ADDRESS**
- **EMAIL ADDRESS**
- **TELEPHONE NUMBER**