

**PHILIPPINE EMBASSY  
PHNOM PENH, CAMBODIA  
REQUEST FOR QUOTATION**

The Philippine Embassy in Phnom Penh intends to lease a venue (with meals) for its Philippine-Cambodia Business Forum on 22 January 2025 in Phnom Penh, Cambodia, with the following details:

- Name of Project : Lease of Venue (with meals) for the Philippine-Cambodia Business Forum on 22 January 2025
- Specifications : See attached Annex A for complete specifications, including the quotation form.
- Approved budget : Not to exceed USD 6,000.00

Please submit a signed quotation and indicate your acceptance of the attached specifications for the procurement. The Consulate General accepts quotations submitted directly or by facsimile or email at the following address and fax numbers:

- No. 182, Norodom Boulevard, Sangkat Tonle Bassac, Khan Chamkarmon, Phnom Penh, Cambodia
- Fax nos. (+855) 23 215143
- Email: phnompenh.pe@dfa.gov.ph

The deadline for submission of quotations is 12:00 p.m. of 10 January 2025. For inquiries, please contact Ms. Clara Marinel Cruz at telephone No. 023-63810832.

Very truly yours,

**CLARA MARINEL C. CRUZ**

Authorized Representative

03 January 2025

**Annex "A"**

**QUOTATION FORM**

(DATE)

Philippine Embassy in Phnom Penh  
No. 182, Norodom Boulevard, Sangkat Tonle Bassac,  
Khan Chamkarmon, Phnom Penh, Cambodia

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

<b>PARTICULARS</b>	<b>CONTRACT PRICE</b>
Lease of Venue (with meals) for the Philippine-Cambodia Business Forum on 22 January 2025 <ul style="list-style-type: none"><li>• Function Hall for an 4-hour event on 22 January 2025</li><li>• Buffet (with selection of non-alcoholic drinks) set-up for 130 people</li><li>• VVIP Room for 10 people</li><li>• Changing Room</li><li>• Appropriate audio sound system</li><li>• LED screens / Projector w/ screen for the visual presentations</li></ul>	
<b>TOTAL IN USD</b>	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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

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

\_\_\_\_\_  
Contact No.