



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
菲律宾共和国驻厦门总领事馆  
XIAMEN

RFQ-XN-2022-03-021

REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to hire a Zumba instructor for its wellness program and would like to request for a quotation from your company.

Name of Project : Hiring of Zumba Instructor for Xiamen PCG's Wellness Program

Location : Philippine Consulate General Grounds, Nos. 2-3, Ling Xiang Li, Lian Hua Xin Cun, Siming District, Xiamen City, 361009 Fujian Province, PROC

Terms of Reference: Please see attached

Approved Budget : Not to exceed RMB 8,000.00

Deadline for Submission of Quotation : 5:00pm , 14 March 2022

Quotations must be delivered to the address mentioned above or e-mailed to [xiamenpcg@dfa.gov.ph](mailto:xiamenpcg@dfa.gov.ph) or [marcilyn.tubongbanua@dfa.gov.ph](mailto:marcilyn.tubongbanua@dfa.gov.ph) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

BIDS AND AWARDS COMMITTEE SECRETARIAT  
Philippine Consulate General, Xiamen  
Nos. 2-3, Lingxiang Li, Lianhua Xin Cun, Siming District,  
Xiamen city, 361009, Fujian Province, PROC  
Tel Nos. (+86-592) 5130355 / 5130366  
Fax Nos (0086) 592-5530803

Very truly yours,

  
ELAINE MAE V. LARUAN-HERNANDEZ  
BAC Chairperson

08 March 2022

Nos. 2-3 Lingxiang Li, Lianhua Xin Cun, Siming District, Xiamen City, China 361009  
Tel: (+ 86 - 592) 5130355 / 5130366 Fax: (+ 86 - 592) 5530803  
Email: [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) [www.xiamenpcg.dfa.gov.ph](http://www.xiamenpcg.dfa.gov.ph)

**TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS**  
(To be filled by End-User)

| NAME OF PROJECT   | DESCRIPTION  | APPROVED BUDGET                           | STATEMENT OF COMPLIANCE |
|---|--|---|-------------------------|
| <p><b>ZUMBA,</b><br/>Wellness Program of Xiamen PCG</p> | <ul style="list-style-type: none"> <li>• Zumba instructor to conduct 8 zumba group sessions for at least 45 minutes daily, twice a week, and preferably completed within 1 month.</li> <li>• Proposed schedule: April 2022</li> <li>• Provision of necessary music and props necessary during the Zumba sessions.</li> <li>• To conduct Zumba sessions at a venue and time to be determined/approved by the Consulate. (initial schedule: Tuesday &amp; Thursday, 4:15-5 PM)</li> <li>• Signing of the contract prior to the start of the sessions.</li> <li>• Full payment for the services provided to be given at the end of the entire sessions.</li> <li>• Issuance of receipt (fapiao) and acknowledgment of payment is required.</li> </ul> | <p align="center"><b>RMB 8,000.00</b></p> |                         |

Conforme:

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Contact Number (Landline and/or Cellphone)

\_\_\_\_\_  
Email Address

Business Permit No.

Tax Identification No.