



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

RFQ-XN-2023-10-29

**REQUEST FOR QUOTATION**

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC intends to procure relocation service for the transfer to the new location of its Chancery and would like to request for a quotation from your company.

Name of Project : Procurement of Relocation Service  
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 40,000.00

Deadline for Submission of Quotation : 5:00pm ,13 October 2023

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,

  
**KATE CLARISSE T. JINGCO**  
Vice Consul / BAC Chairperson

6 October 2023

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: **RELOCATION SERVICE**

Package to include the following:

DESCRIPTION	AMOUNT (in RMB)
<ol style="list-style-type: none"><li>1) Sufficient manpower /service crew to do the lifting/transfer of properties</li><li>2) Sufficient trucking service (including driver and fuel)</li><li>3) Use of own moving equipment (trolleys, ramps, etc.)</li><li>4) Provision of wrapping materials for glass/fragile furnishings and equipment and boxes for paper records and files.</li><li>5) Disconnection of all installed CCTV units and pack them properly in a box.</li><li>6) Dismantle, pick-up, move, load into truck the office properties/fixtures/boxes from current location.</li><li>7) Delivery and unloading from truck of properties/fixtures/boxes to the new office space.</li><li>8) Unboxing and assembly of huge/bulky furnitures/fixtures.</li><li>9) Disposal of used boxes and other wrapping materials used.</li><li>10) Disposal of trash left in the old building after the transfer of all furnishing and fixtures to the new location.</li></ol>	

Approved Budget for Contract: **RMB 40,000.00**

Payment Terms: Full payment by Check/Bank transfer

Number of days for the move: 4 days

Delivery/Contract Period: 14-17 December 2023

Note: Inspection of properties to be moved may be requested/scheduled prior to submission of quotation. Mover must sign a Service Contract with the Consulate and issue official receipt upon receipt of full payment.

Moving Address:

**FROM (current address):** Nos. 2 and 3 Lingxiang Li, Lianhua Xin Cun, Siming District, Xiamen City 361009, People's Republic of China  
(2 buildings, 2 floors each, no elevator, low main gate clearance, only small trucks can fit inside)

**TO (new address):** No. 4 Consulate Road, Siming District, Xiamen City 361008, PROC  
(3 floors and 1 basement; with small elevator but cannot use for moving big furnitures)

Conforme:

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

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

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

Business Permit No.

Tax Identification No.