



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

**RFO-002-2024**

## **REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Brussels, Belgium intends to procure Resource Speakers for the Gender and Development Training for its personnel from qualified and capable service provider.

The Terms of Reference of the Project are attached as **Annex A**.

Interested companies are kindly requested to accomplish the attached Price Quotation Form (Annex B) and submit it directly or by email to the Philippine Embassy through:

**Consul General Pablito A. Mendoza**  
Chairperson, Bids and Awards Committee  
Embassy of the Philippines  
297 Avenue Molière, 1050 Ixelles  
Email: [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph)

The deadline for the submission of quotations is on 12 February 2024 at 12:00 NN.

For further information and clarification, please email the Property Section of the Philippine Embassy at [mari.santera@dfa.gov.ph](mailto:mari.santera@dfa.gov.ph).

Sincerely yours,

  
**MARI A. SANTERA**  
Property Officer

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

Embassy of the Philippines  
 297 Avenue Molière  
 1050 Ixelles

Sir/Madam;

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

DESCRIPTION	QUANTITY	QUOTED PRICE
<b>TOTAL (inclusive of tax and other lawful charges)</b>		€

Total amount in Euro:

Amount in words:

This also serves as our compliance to the terms and provisions of the Terms of Reference for the project.

Very truly yours,

\_\_\_\_\_  
Name of the Company\_\_\_\_\_  
Name/Signature of Representative\_\_\_\_\_  
Contact Number and Email address

## **TERMS OF REFERENCE**

**PROJECT : PROCUREMENT OF RESOURCE SPEAKERS FOR THE CONDUCT OF GENDER AND DEVELOPMENT (GAD) TRAINING FOR THE PHILIPPINE EMBASSY PERSONNEL**

### **I. DESCRIPTION**

The Philippine Embassy in Brussels intends to procure resource speakers for the conduct of Gender and Development (GAD) training for its personnel. The objective of the training is to empower staff and their spouses to prevent and respond to transgressive behavior and interpersonal violence in a constructive way. It aims to build confidence, conflict resolution and relationship building skills within a supportive community.

The training also aims to address an individual's sense of self-worth and self-efficacy; the right to have and to determine choices; and the capacity to speak up for him/herself and others in a constructive and healthy way.

### **II. APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the Contract (ABC) for the Project shall not exceed Two Thousand Five Hundred Euros (€2.500,00).

### **III. DELIVERABLES**

The provider shall conduct the training for a total of twenty-five (25) participants. It shall likewise provide all necessary training materials and issue corresponding Certificate of Training to each participant.

### **IV. PROJECT DURATION**

The training shall be conducted by the provider in three Wednesdays: March 13, 20 and 27, from 2:00 to 5:00 p.m. at a venue provided by the Embassy or virtually in an online platform to be determined by the provider.

### **V. PRICING**

The offered quote or cost of the contract should be in Euro and inclusive of all applicable government taxes and charges.

### **VI. EVALUATION PROCESS**

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer or Lowest Calculated Responsive Quotation (LCRQ).

The Philippine Embassy 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 company/provider.

**VII. TERMS OF PAYMENT**

Payment shall be made within seven (7) days upon completion of the Project.