



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

**Bids and Awards Committee**

**REQUEST FOR QUOTATION**

Sir/Madam:

We are considering your place/resort as the venue for our seminar. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Davao Traders and Stakeholders* scheduled on May 26, 2017 in Port of Davao. Our Proposed budget for this event is FOUR HUNDRED TWENTY TWO THOUSAND FOUR HUNDRED PESOS (PHP 422,400.00).

Please submit your quotation within the next three (3) days. Attached is our minimum technical requirement for the lease of venue. These technical specifications shall require a statement of comply or not comply which shall be submitted by the Lessor including their bid/quotation using the standard format attached herein.

Thank you very much.

Very truly yours,

  
**JOSEPH G. ESCASIO**  
Officer-in-Charge, Administration Office  
Internal Administration Group

