



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

Bids and Awards Committee

REQUEST FOR QUOTATION

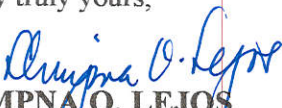
Sir/Madam:

We are considering your place/resort as the venue for our meeting. In this regard, please quote us your lowest price for the lease of venue/food and accommodations for the conduct of the Administration Updates scheduled on November 12-13, 2015. Our proposed budget for this event is One Hundred Thirty Eight Thousand Four Hundred Pesos (P 138,400.00).

Please submit your quotation on or before November 9, 2015. 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/quotations using the standard format attached herein, and the PhilGEPS Registration Certificate.

Thank you very much.

Very truly yours,


DIMPNA O. LEJOS
Officer-in-Charge, IAG



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Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

| Item | Specification | Statement of Compliance |
|------|---|-------------------------|
| 1 | Accommodation for twenty six (26) participants 13 twin sharing rooms Inclusive of breakfast | |
| 2 | One (1) Function Room for the Training (35 pax) – | |
| 3 | Good Lights and Sound System | |
| 5 | Audio visual equipment Two Wide Screen Two small tables for projectors | |
| 6 | Food (buffet) for the inclusive dates: November 12– AM snacks/ Buffet Lunch/ PM snacks November 13– AM snacks/ Buffet Lunch/ PM snacks Flowing coffee/juice during the meeting session | |
| 7 | Availability | |
| 8 | Other Inclusions for <u>free</u> - microphones -2 wide screen -internet access -projector -use of electricity for laptop and projector -pads and pencils -candies -extension cords -break-out rooms (2 small rooms) | |

I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature Over Printed Name of Representative

Date: _____
pl

Financial Proposal Submission Sheet

Date: _____

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for _____

| | | |
|---------------------|--|--|
| | | P _____ In words: _____ |
| | | |
| | | |
| | | |
| | | |
| | | P _____ (VAT Inclusive) In words: _____ |
| Total Contract Cost | | P _____ (VAT Inclusive) In words: _____ |

Very truly yours,

Name of Company

Name/Signature of Representative

Date

TECHNICAL SPECIFICATIONS

LEASE OF VENUE

Passing Rate = _____

| | RATING FACTORS | WEIGHT (%) | RATING |
|-------------|--|------------|--------|
| I. | Availability | 100 | |
| II | Location and Site Condition | | |
| | 1. Accessibility | (50) | |
| | 2. Parking space | (50) | |
| | | 100 | |
| III. | Neighborhood Data | | |
| | 1. Sanitation and health condition | (25) | |
| | 2. Police and fire station | (25) | |
| | 3. Restaurant | (25) | |
| | 4. Banking and Postal | (25) | |
| | | 100 | |
| IV. | Venue | | |
| | a. Structural condition | (20) | |
| | b. Functionality | | |
| | a. Conference Rooms | (10) | |
| | b. Room arrangement (e.g., single, double, etc.) | (5) | |
| | c. Light, ventilation, and air conditioning | (5) | |
| | d. Space requirements | (5) | |
| | c. Facilities | | |
| | a. Water supply and toilet | (4) | |
| | b. Lighting system | (5) | |
| | c. Elevators | (4) | |
| | d. Fire escapes | (4) | |
| | e. Fire fighting equipment | (4) | |
| | f. Internet and Telecommunications | (| |
| | g. Audio visual equipment | (| |
| | d. Other requirements | | |
| | a. Maintenance | (5) | |
| | b. Attractiveness | (5) | |
| | c. Security | (5) | |
| | e. Catering Services | (5) | |
| | f. Client's satisfactory rating | (5) | |
| | | 100 | |
| | | | |

| | RATING FACTORS | WEIGHT (%) | RATING |
|---------------------|------------------------------------|-------------------|---------------|
| I. | Availability | X (.5) = | |
| II. | Location and Site Condition | X (.1) = | |
| III. | Neighborhood Data | X (.05) = | |
| IV. | Venue | X (.35) = | |
| FACTOR VALUE | | | |

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.