



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

January 18, 2016

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to **lease a venue** for the **Welcome Dinner** of the **34th Meeting of the Working Group on Technical Matters for the ASEAN Single Window**, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : Lease of Venue for the Welcome Dinner of the 34th Meeting of the Working Group on Technical Matters for the ASEAN Single Window

Date of event : February 1, 2016

Expected number of participants : Fifty (50) pax

Location : Metro Manila, Philippines

Approved Budget for the Contract : One Hundred Twenty Five Thousand Pesos (Php 125,000.00) inclusive of service charge and government taxes

Please submit your quotation on or before January 26, 2016. Attached are our minimum technical requirements for the lease of venue. These technical specifications shall require bidders to state either "compliant" or "not compliant" which shall be submitted by the Lessor including their bid/quotation using the standard format attached herein.

For inquiry, you may contact us at Telephone No. 527-4519 or you may email us at bocbacsecretariat2014@gmail.com.

Very truly yours,

EXEQUIEL CEMPRON

*Officer-in-Charge, Internal Administration Group
Chairperson, BOC-Bids and Awards Committee*

Technical Specifications

Note: Bidders must state either "Compliant" or "Not Compliant" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
1	<p><u>VENUE:</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax</p> <p>Seating arrangement: Round Table with simple floral arrangement</p> <p>Location: Metro Manila Area</p> <p>Available on February 1, 2016 from 7:00PM to 9:00PM</p>	
2	<p><u>FOOD:</u></p> <p>Buffet Dinner for a minimum of Fifty (50) pax</p> <ol style="list-style-type: none"> 1. All food choices must be "no pork"; 2. Proposed menus shall be submitted to the Bureau of Customs; and 3. Actual menus shall be subject to the approval of the Bureau of Customs. 	
3	<p><u>OTHER INCLUSIONS FOR FREE:</u></p> <ol style="list-style-type: none"> 1. Internet access to all delegates/participants 2. Free parking slots 	

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

Name of Company
Date: _____

Signature Over Printed Name of Representative

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