



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 as the venue for our seminar. In this regard, please quote us your lowest price for the lease of venue for the conduct of four batches of training for our Administrative Officers and staff scheduled on May 19-20, June 3-4, June 16-17 and July 14-15, 2015. The ABC for this project is P 288,000.00

Please submit your quotation on or before **May 14, 2015**. Attached is our minimum technical requirements 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,


ARTURO M. LACHICA, CESO II
Deputy Commissioner, BOC-BAC

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	Function Room good for Plenary sessions for 35 participants, 2 Secretariat and 3 Facilitators (total -40) on the following dates: May 19-20, 2015 June 3-4, 2015 June 16-17, 2015 July 14-15, 2015	
2	Good Lights and Sound System	
3	Audio visual equipment	
6	Food (buffet) for the inclusive dates: May 19, June 3, June 16, July 14– AM snacks, Buffet Lunch, PM snacks May 20, June 4, June 17 and July 15- AM snacks Buffet Lunch, PM snacks Flowing coffee/juice during the training session	
7	Availability	
8	Other Inclusions for <u>free</u> -three to five microphones -wide screen -internet access -projector -use of electricity for laptop and projector -pads and pencils -candies -extension cords	

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

Name of Company

Signature Over Printed Name of Representative

Date: _____

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