



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 *Strategic Planning on Enhancing Revenue Collection for 2018* scheduled on December 14-15, 2017 in Manila. Our Proposed budget for this event is SIX HUNDRED THIRTY FIVE THOUSAND FIVE HUNDRED PESOS (PHP 635,500.00).

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/quotations using the standard format attached herein.

Thank you very much.

Very truly yours,

  
**GLADYS F. ROSALES, MPA, CESE**  
Deputy Commissioner  
Internal Administration Group 

## 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 Specifications:

Item	Specification	Statement of Compliance
	<p><b><u>STRATEGIC PLANNING ON ENHANCING REVENUE COLLECTION FOR 2018</u></b></p> <p><b><u>MEETING VENUE</u></b></p> <p>One (1) air-conditioned function room with a minimum capacity of One hundred (100) pax for two(2) days on December 14-15, 2017 from 8:00AM to 5:00PM</p> <p>Location: Roxas Boulevard, Manila</p> <p>Seating arrangement: Six (6) round table with twelve (12) chairs each. One (1) rectangular table with five (5) chairs placed at the front.</p> <p><b>Inclusions:</b></p> <ol style="list-style-type: none"> <li>1. One (1) screen and 1 (1) Projectors;</li> <li>2. Audio system with five (5) microphones;</li> <li>3. Free flowing coffee/tea;</li> <li>4. Table numbers;</li> <li>5. Separate registration area;</li> <li>6. Philippine Flag;</li> <li>7. Candies and bottled water;</li> <li>8. Stationary and pens;</li> <li>9. Free Wi-Fi access; and</li> <li>10. Frame/ standee for the tarpaulin</li> </ol> <p><b><u>FOOD</u></b></p> <ol style="list-style-type: none"> <li>1. AM and PM snacks for two (2) days;</li> <li>2. Buffet lunch for two (2) days;</li> <li>3. Buffet dinner for the first day.</li> </ol> <p><b><u>ACCOMMODATION</u></b></p> <ol style="list-style-type: none"> <li>1. Twenty-seven (27) rooms (double occupancy) for one (1) night on December 14, 2017; Check in date is December 14 and check out date is December 15.</li> </ol>	

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

\_\_\_\_\_  
**Name of Company  
Representative**

\_\_\_\_\_  
**Signature over Printed Name of**

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

**PRICE QUOTATION FORM**

Date \_\_\_\_\_

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

ITEM	SPECIFICATION	UNIT PRICE	TOTAL PRICE
	<p><b><u>STRATEGIC PLANNING ON ENHANCING REVENUE COLLECTION FOR 2018</u></b></p> <p><b><u>MEETING VENUE</u></b></p> <p>One (1) air-conditioned function room with a minimum capacity of One hundred (100) pax for two(2) days on December 14-15, 2017 from 8:00AM to 5:00PM</p> <p>Location: Roxas Boulevard, Manila</p> <p>Seating arrangement: Six (6) round table with twelve (12) chairs each. One (1) rectangular table with five (5) chairs placed at the front.</p> <p><b>Inclusions:</b></p> <ul style="list-style-type: none"> <li>11. One (1) screen and 1 (1) Projectors;</li> <li>12. Audio system with five (5) microphones;</li> <li>13. Free flowing coffee/tea;</li> <li>14. Table numbers;</li> <li>15. Separate registration area;</li> <li>16. Philippine Flag;</li> <li>17. Candies and bottled water;</li> <li>18. Stationary and pens;</li> <li>19. Free Wi-Fi access; and</li> <li>20. Frame/ standee for the tarpaulin</li> </ul> <p><b><u>FOOD</u></b></p> <ul style="list-style-type: none"> <li>4. AM and PM snacks for two (2) days;</li> <li>5. Buffet lunch for two (2) days;</li> </ul>		

	<p>6. Buffet dinner for the first day.</p> <p><b><u>ACCOMMODATION</u></b></p> <p>2. Twenty-seven (27) rooms (double occupancy) for one (1) night on December 14, 2017; Check in date is December 14 and check out date is December 15.</p>		
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Warranty: \_\_\_\_ months from the date of delivery

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.  
Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)