



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 as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of "BOC Media Fellowship" on January 10, 2020 in Manila. Our proposed budget for this event is Forty Thousand Pesos (Php40,000.00) inclusive of tax.

Please submit your quotation within the next three (3) days and see posting in PhilGeps Website. 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,

A handwritten signature in black ink, appearing to read "Raquel G. De Jesus".

RAQUEL G. DE JESUS

Acting Chief, General Services Division

Annex "A"

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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1LOT	BOC Media Fellowship 1. Function Room: 50 pax Date: January 10, 2020 Buffet Breakfast Notepads/Ballpen Flowing coffee/tea/candies/nuts and bottled water during the discussion 2. Availability 3. Other inclusions for free: <ul style="list-style-type: none">• Buffet set-up with• Plates, Utensils, Tissues and Cups• Chip/nuts and candies• Physical Arrangement• Sound System and Audio• Minimum of 4 wireless microphones• White screen• Projector• Wi-Fi access• Parking lots• Notes and pads• LCD projector and screen• Extension cord• Podium• Newspaper• Registration and Secretariat Table		

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)

Technical Specifications

Item	Description	Statement of Compliance
1	<p>Function room (50 pax) Inclusive date: JANUARY 10, 2020</p> <p>Round table Setup</p> <p>BUFFET BREAKFAST</p> <p>Notepads/Ballpen Flowing coffee/tea/candies/nuts and bottled water during the discussion</p>	
2	Availability	
3	<p>Other inclusions for FREE</p> <ul style="list-style-type: none"> - Buffet set up with - Plates, Utensils, Tissues and Cups - Chip/Nuts and Candies - Physical Arrangement - Sound System and Audio - Minimum of 4 wireless microphones - White screen - Projector - WIFI access - Parking lot - Notes and pads - LCD Projector and screen - Extension Cord - Podium - Newspaper - Registration and Secretariat Table 	
4	<p>Mode of Payment</p> <p>Send bill</p>	

Approved By:


MGEN. BIENVENIDO R. DATUIN JR. (Ret.)
 Acting Chief, PIAD