



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 ***Lease of Venue for 27th Meeting of the ASEAN Customs Enforcement and Compliance Working Group (CECWG)*** on February 25, 2020 to February 27, 2020 in Cebu. Our proposed budget for this event is **Five Hundred Eighty-Six Thousand Pesos (PHP 586,000.00)** inclusive of tax.

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,


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
1 LOT	<p>27th Meeting of the ASEAN Customs Enforcement and Compliance Working Group (CECWG)</p> <p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax for three (3) days on February 25-27, 2020 from 8:00AM to 5:00PM</p> <p>Location: Cebu, Philippines Seating arrangement: Hollow-rectangular set-up for 40 pax</p> <p>Inclusions:</p> <ol style="list-style-type: none">1. State of the art meeting space in distinguished executive settings;2. Free flowing coffee/tea;3. Candies and bottled water;4. Provides meeting resources like pens and notepads;5. Basic sound system;6. 11 pieces of flagpoles;7. Frame for the Backdrop;8. High speed internet connection;9. Free Wi-Fi access; and		

	<p>10. Separate registration area;</p> <p><u>FOOD:</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch, for a minimum of Seventy (70) pax on February 25-27, 2020; and 2. Provision of “no pork” or halal. 		
	<p><u>WELCOME DINNER:</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on 25 February 2020; 06:00PM-09:30PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p> <p><u>FOOD:</u></p> <p>Buffet Dinner for a minimum of Seventy (70) pax</p> <ol style="list-style-type: none"> 1. All food choices must be “no pork” or halal; 2. <i>Proposed menus shall be submitted to the Bureau of Customs; and actual menus shall be subject to the approval of the Bureau of Customs.</i> <p><u>ACCOMMODATION (Secretariat):</u></p> <ol style="list-style-type: none"> 1. Eight (8) (double occupancy) for four (4) nights; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date February 24 and check out date is on February 28. 		

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)

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
1	<p><u>27th Meeting of the ASEAN Customs Enforcement and Compliance Working Group (CECWG)</u></p> <p><u>MEETING VENUE</u> One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax for three (3) days on February 25-27,2020 from 8:00AM to 5:00PM</p> <p>Location: Cebu, Philippines Seating arrangement: Hollow-rectangular set-up for 40 pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Candies and bottled water; 4. Provides meeting resources like pens and notepads; 5. Basic sound system; 6. 11 pieces of flagpoles; 7. Frame for the Backdrop; 8. High speed internet connection; 9. Free Wi-Fi access; and 10. Separate registration area; <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch, for a minimum of Seventy (70) pax on February 25-27, 2020; and 2. Provision of "no pork" or halal. 	
2	<p><u>WELCOME DINNER</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on 25 February 2020; 06:00PM-09:30PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p> <p><u>FOOD:</u></p> <p>Buffet Dinner for a minimum of Seventy (70) pax</p> <ol style="list-style-type: none"> 1. All food choices must be "no pork" or halal; 2. <i>Proposed menus shall be submitted to the Bureau of Customs; and actual menus shall be subject to the approval of the Bureau of Customs.</i> 	

2	<u>ACCOMMODATION (Secretariat)</u> <ol style="list-style-type: none">1. Eight (8) (double occupancy) for four (4) nights;2. With minimum basic hotel room facilities and free Wi-Fi Connection;3. Room package is inclusive of breakfast; and4. Check in date February 24 and check out date is on February 28.	
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I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name of Representative

Date: _____