



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 Writeshop of the Rewards Attrition Working Group (RAWG)*** on February 19, 2020 to February 20, 2020 in Manila. Our proposed budget for this event is **Three Hundred Ninety-Five Thousand Pesos (PHP 395,000.00)** 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	<b>Writeshop of the Rewards Attrition Working Group (RAWG)</b>  <b>FOOD AND ACCOMMODATION FOR 40pax</b>  <b>February 19-20, 2020 – 40 pax</b> <b>Food</b> Day 1 – AM Snacks, Lunch, PM Snacks and Dinner Day 2 – Breakfast, Lunch, PM Snacks & Dinner  <b>Accommodation – 40 pax</b> 13 triple sharing rooms  Note: Strictly no pork please		
	One (1) Function Room for Plenary sessions (40 pax) – workshop/ classroom type		
	Good Lights and Sound System		
	Audio visual equipment		
	Flowing coffee and water during the training session		
	Availability		

	Other Inclusions for free -minimum of 3 wireless microphones -projector -wide screen -internet access - flag pole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage		
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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

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	<p><b>Writershop of the Rewards Attrition Working Group (RAWG)</b></p> <p><b>FOOD AND ACCOMMODATION FOR 40pax</b></p> <p><b>February 19-20, 2020 – 40 pax</b></p> <p><b>Food</b>                      Day 1 – AM Snacks, Lunch, PM Snacks and Dinner                      Day 2 – Breakfast, Lunch, PM Snacks &amp; Dinner</p> <p><b>Accommodation – 40 pax</b>                      13 triple sharing rooms</p> <p>Note: Strictly no pork please</p>	
2	One (1) Function Room for Plenary sessions (40 pax) – workshop/ classroom type	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	Flowing coffee and water during the training session	
6	Availability	
7	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> <li>-minimum of 3 wireless microphones</li> <li>-projector</li> <li>-wide screen</li> <li>-internet access</li> <li>- flag pole</li> <li>- podium</li> <li>-use of electricity for laptops and projector</li> <li>-pads and pencils</li> <li>-candies</li> <li>-extension cords</li> <li>- signage</li> </ul>	

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

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

\_\_\_\_\_  
Signature over Printed Name of Representative

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