



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 Visayas and Mindanao Assessment and Operations Summit 2019*" on September 28, 2019 Saturday, 6:00AM to 7:00PM in Cebu City. Our proposed budget for this event is Four Hundred Twenty Two Thousand Four Hundred Pesos (Php422,400.00) 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
<b>1LOT</b>	<p><b>1. Date:</b> September 28, 2019, Saturday from 6:00 AM to 7:00 PM <b>Venue:</b> Cebu City</p> <p><b>Function Type:</b> Classroom Type <b>No. of pax :</b> 277 attendees <b>Meals:</b> AM Snacks/Bufferet Lunch/PM Snacks</p> <p>*Strictly no pork please</p> <p><b>2.</b> Two (2) White Screen with projectors /LED Wall <b>3.</b> Lights and Sound System <b>4.</b> Audio visual equipment <b>5.</b> Classroom set up <b>6.</b> White board and markers <b>7.</b> Stage set-up with <b>8.</b> Flowing water and coffee/tea/juice during the training session <b>9.</b> Backdrop <b>10.</b> Tarpaulin <b>11.</b> Physical Arrangement/Flowers <b>12.</b> Availability</p> <p>Other Inclusions for free -minimum of 8 wireless microphones -minimum of 10 waiters -microphone stand min. of 5 -internet access -flagpole minimum of 2 -podium -use of electricity for laptops and projector</p>		

	<p>-pads and pencils  -candies  -extension cords  -Parking lots  -signage  -Flip Charts with Markers  -Registration Area  -none corkage  <b>14. Send Bill</b></p>		
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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)