



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 *Lease of Venue for Conduct of Civil Service Commission (CSC) MC No. 24 S. 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) Seminar* scheduled on April 26-27, 2018 in Manila. Our Proposed budget for this event is THREE HUNDRED THIRTY SEVEN THOUSAND EIGHT HUNDRED PESOS (PHP 337,800.00) 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,


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
1	<p>Lease of Venue for Conduct of Civil Service Commission (CSC) MC No. 24 S. 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) Seminar</p> <p>ROOMS Speaker and Secretariat 2 rooms x 2 nights x Php 3,600 = Php 14,400.00</p> <p>Participants from outports 17 rooms x 2 nights x Php 3,600 = Php 122,400.00</p>	
2	<p>Meals (AM/PM Snacks & Lunch for 64 pax) April 26-27, 2018 Php 1,500.00 x 64 pax x 2 days =Php 192,000</p> <p>Speaker/ Facilitators Php 1,500 x 3 pax x 2 days = Php 9,000</p> <p>Note: Strictly no pork please</p>	
3	One (1) Function Room for Plenary sessions (65 pax) – workshop/ classroom type	
4	Good Lights and Sound System	
5	Audio visual equipment	
6	Flowing coffee and water during the training session	
7	Availability	
8	Other Inclusions for free -minimum of 3 wireless microphones	

	<ul style="list-style-type: none"> -projector -wide screen -internet access - flag pole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage 	
9	Mode of Payment: Send Bill	

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

**Name of Company
Representative**

Signature over Printed Name of

Date: _____

Financial Proposal Submission Sheet

Date: _____

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for _____

	P _____ In words: _____
	P _____ (VAT Inclusive) In words: _____
Total Contract Cost	P _____ (VAT Inclusive) In words: _____

Very truly yours,

Name of Company

Name/Signature of Representative

Date

**TECHNICAL SPECIFICATIONS
LEASE OF VENUE**

Passing Rate = _____

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g.,single, double, etc.)		
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and	(4)	
	g. Audio visual equipment	(4)	
	d. Other requirements		
	a.. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	