



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

Bids and Awards Committee

REQUEST FOR QUOTATION

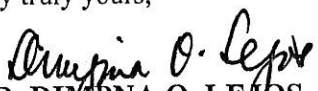
Sir/Madam:

We are considering your place as the venue for our seminar. In this regard, please quote us your lowest price for the lease of venue for the conduct of the **Administration Office Assessment and Planning Workshop** on November 13-14, 2015. The ABC for this event is P168, 630.00.

Please submit your quotation on or before **November 12, 2015**. Attached is our minimum technical requirements 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, and the PhilGEPS Registration Certificate.

Thank you very much.

Very truly yours,


DIR. DIMPNA O. LEJOS
OIC-Deputy Commissioner, BOC-BAC

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:

For November 6-7, 2015

Item	Specification	Statement of Compliance
1	Function Room good for Plenary sessions (55 persons) November 6-7, 2015 with breakfast	
2	27 Twin bed accommodation inclusive of breakfast	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	Food (buffet) for the inclusive dates: November 6- PM snacks Dinner November 7- Lunch -PM snacks Flowing coffee/juice during the training session	
7	Availability	
8	Other Inclusions for <u>free</u> -three to five microphones -wide screen -internet access -projector -use of electricity for laptop and projector -pads and pencils -candies -extension cords	

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

Name of Company

Signature Over Printed Name of Representative

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