



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**

1099 Manila

January 22, 2016

### **REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through the Bureau of Customs-Bids and Awards Committee (BOC-BAC), will lease a venue for the conduct of Bureau of Customs Technology Fortification Program Launch 2016, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : Lease of Venue for the conduct of Bureau of Customs Technology Fortification Program Launch 2016

Date of Event : February 4, 2016

Expected number of participants: 300 pax

Location : Manila

Approved Budget for the Contract: 500, 000.00

Please submit your quotation on or before February 1, 2016. Attached are 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/quotation using the standard format attached herein.

For inquiry, you may contact us at telefax no. 527-9757/527-4519 or you may email us at bocbacsecretariat2014@gmail.com

Very truly yours,

  
**DIR. EXEQUIEL C. GEMPRON**  
OIC-Director, Administration Office

## 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	One (1) Function Room for: - Fifty (50)pax for AM snacks - One Hundred (100) pax for PM snacks - Fifty (50) pax for Lunch - Three hundred (300) pax for Dinner - with rectangular tables-Classroom type	
2	Good lighting and sound system	
3	Meals  Full board meals for participants/facilitators - Fifty (50)pax for AM snacks - One Hundred (100) pax for PM snacks - Fifty (50) pax for Lunch - Three hundred (300) pax for Dinner	
4	Audio visual equipment	
5	Flowing coffee, tea and water during the training session	
6	Availability (February 04, 2016)	
7	Other Inclusions for free: LED wall frame Three microphones Internet access Parking lot Pads and Pencils Extension cords Microphone Candies Projector Wide screen Use of electricity for laptop and projector	

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

\_\_\_\_\_  
 Name of the Company  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature over Printed Name of Representatives



## 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 Lease of Venue for Workshop.

Total Contract Cost:

Total amount in words: \_\_\_\_\_.(Php. \_\_\_\_\_)

Very truly yours,

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

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Date