



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 *23rd Meeting of the ASEAN Customs Capacity Building Working Group (23rd CCBWG)* scheduled on October 02 – 04, 2018 in Manila. Our Proposed budget for this event is NINE HUNDRED NINETY THOUSAND PESOS (PHP 990,000.00).

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, CSEE
Chief-of-Staff, Office of the Commissioner
Deputy Commissioner, IAG 

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><u>23rd Meeting of the ASEAN Customs Capacity Building Working Group (CCBWG)</u></p> <p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Sixty (60) pax for three (3) days on October 02 – 04, 2018 from 8:00AM to 5:00PM</p> <p>Location: Roxas Boulevard, Manila</p> <p>Seating arrangement: Hollow rectangular set-up for 60 pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Provides meeting resources like pens and notepads; 4. Separate registration area; 5. With audio system and thirteen (13) units conference microphones; 6. 11 pieces of flagpoles; 7. Candies and bottled water; 8. Frame for the Backdrop; 9. High speed internet connection; and 10. Free Wi-Fi access. <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM and PM Snacks, for a minimum of Sixty (60) pax on October 02 – 04, 2018; 2. Provide buffet lunch; and 3. Provision of "no pork" or halal. 	
2	<p><u>ACCOMMODATION (Secretariat)</u></p> <ol style="list-style-type: none"> 1. Four (4) room (double occupancy) for five (5) nights on October 01 – 05, 2018; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date October 01, 2018 and check out date is on October 05, 2018. 	
2	<p><u>FAREWELL DINNER</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on 02 October 2018; 6:00PM-9:00PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p>	

	<p><u>FOOD:</u></p> <p>Buffet Dinner for a minimum of Eighty (80) pax</p> <ol style="list-style-type: none"> 1. All food choices must be "no pork" or halal; 2. Proposed menus shall be submitted to the Bureau of Customs; and <p>Actual menus shall be subject to the approval of the Bureau of Customs.</p> <p><u>OTHER INCLUSIONS FOR FREE:</u></p> <ol style="list-style-type: none"> 1. Internet access to all delegates/participants 2. Free parking slots 	
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I hereby certify to comply with all the above Technical Specifications.

**Name of Company
Representative**

Signature over Printed Name of

Date: _____

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:

ITEM	SPECIFICATION	UNIT PRICE	TOTAL PRICE
1	<p><u>23rd Meeting of the ASEAN Customs Capacity Building Working Group (CCBWG)</u></p> <p><u>MEETING VENUE</u> One (1) air-conditioned function room with a minimum capacity of Sixty (60) pax for three (3) days on October 02 – 04, 2018 from 8:00AM to 5:00PM</p> <p>Location: Roxas Boulevard, Manila</p> <p>Seating arrangement: Hollow rectangular set-up for 60 pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Provides meeting resources like pens and notepads; 4. Separate registration area; 5. With audio system and thirteen (13) units conference microphones; 6. 11 pieces of flagpoles; 7. Candies and bottled water; 8. Frame for the Backdrop; 9. High speed internet connection; and 10. Free Wi-Fi access. <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM and PM Snacks, for a minimum of Sixty (60) pax on October 02 – 04, 2018; 2. Provide buffet lunch; and 3. Provision of "no pork" or halal. 		

2	<p>ACCOMMODATION (Secretariat)</p> <ol style="list-style-type: none"> Four (4) room (double occupancy) for five (5) nights on October 01 – 05, 2018; With minimum basic hotel room facilities and free Wi-Fi Connection; Room package is inclusive of breakfast; and Check in date October 01, 2018 and check out date is on October 05, 2018. 		
3	<p>FAREWELL DINNER</p> <p>One (1) air-conditioned function room with a minimum capacity of Eighty (80) pax on 02 October 2018; 6:00PM-9:00PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p> <p>FOOD:</p> <p>Buffet Dinner for a minimum of seventy (80) pax</p> <ol style="list-style-type: none"> All food choices must be "no pork" or halal; Proposed menus shall be submitted to the Bureau of Customs; and <p>Actual menus shall be subject to the approval of the Bureau of Customs.</p> <p>OTHER INCLUSIONS FOR FREE:</p> <ol style="list-style-type: none"> Internet access to all delegates/participants Free parking slots 		

Warranty: ____ months from the date of delivery

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
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.)	(5)	
	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. Fire fighting equipment	(4)	
	f. Internet and Telecommunications	(
	g. Audio visual equipment	(
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	

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