



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

423-824
Internal Admin. Group
Received by: VICKY REYES
Date: 02/26/18
Time: _____

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 Training on Republic Act No. 9184 and its Revised IRR and Updates* scheduled on March 5-6, 2018 in Manila. Our Proposed budget for this event is FOUR HUNDRED ELEVEN THOUSAND PESOS (PHP 411,000.00) 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>Accommodation for (26) persons and Secretariat</p> <p>March 5-6, 2018 Twin Sharing Rooms</p> <p>Secretariat 1 room x Php 3,500 x 2 nights = Php 7,000.00</p> <p>Participants 14 rooms x Php 3,500.00 x 2 nights = Php 98,000.00</p> <p>With complimentary breakfast for the participants</p>	
2	<p>Meals March 5-6, 2018 AM Snacks, Lunch and PM Snacks Php 1200.00 x 65 participants x 2 days</p> <p>NOTE: NO PORK PLEASE</p>	
3	One (1) Function Room for Plenary sessions (65 pax) – workshop type and Registration Table	
4	Good Lights and Sound System; Podium and Flagpole	
5	Audio visual equipment	
6	Flowing coffee , tea and water during the training session	
7	Availability	
8	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> -minimum of 3 wireless microphones -projector -wide screen -internet access -use of electricity for laptops and projector - podium and flagpole -pads and pencils -candies -extension cords - signage 	
9	<p>Mode of Payment Send Bill</p>	

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:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	<p>Accommodation for (26) persons for outports and Secretariat</p> <p>March 5-6, 2018 Twin Sharing Rooms</p> <p>Secretariat 1 room x Php 3,500 x 2 nights = Php 7,000.00</p> <p>Participants 14 rooms x Php 3,500.00 x 2 nights = Php 98,000.00</p> <p>With complimentary breakfast for the participants</p>		
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6	Flowing coffee , tea and water during the training session		
7	Availability		
8	<p>Other Inclusions for free</p> <p>-minimum of 3 wireless microphones -projector -wide screen -internet access</p>		

	-use of electricity for laptops and projector - podium and flagpole -pads and pencils -candies -extension cords - signage		
9	Mode of Payment Send Bill		

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)