



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

February 26, 2015

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), will lease a function room as the venue for the **17th Customs Enforcement and Compliance Working Group (CECWG) Meeting**, 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 Function Room for the 17th CECWG Meeting
Date of event : March 17 – 19, 2015
Expected number of participants : Forty (40)
Location : Manila, Philippines (Preferably along Roxas Blvd. area)
Approved Budget for the Contract : Three Hundred Thousand Pesos (Php 300,000.00) inclusive of service charge and government taxes

Please submit your quotation on or before March 05, 2015. 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/quotations using the standard format attached herein.

For inquiry, you may contact us at Telephone No. 527-4519 or you may email us at bocbacsecretariat2014@gmail.com.

Very truly yours,


ARTURO M. LACHICA, CESO II
Deputy Commissioner, Internal Administration Group
Chairperson, BOC-Bids and Awards Committee

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:

Item	Specification	Statement of Compliance
1	One (1) Function Room for forty (40) participants; U-shaped type of seating arrangement for twenty-five (25) persons	
2	Adequate lighting and sound system, with microphones	
3	Projector with screen and LCD TV	
4	Food with free flowing coffee for the inclusive dates: March 17 – AM snacks, Buffet lunch, PM snacks March 18 – AM snacks, Buffet lunch, PM snacks March 19 – AM snacks, Buffet lunch, PM snacks <i>Note: No pork should be included in the menu. Snacks and lunch should be served in an area separate from the meeting room.</i>	
5	Availability (March 17 - 19, 2015)	
6	Welcome Dinner - Date: March 17, 2015 - Time: 6:30 PM – 9:30 PM - No pork should be served	
7	Other Inclusions for <u>free</u> : - Internet access - Provision of ASEAN flags and flag poles, if possible - Welcome streamer - Parking slots - Pads and pencils - Extension cords - Registration table - Candies	

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

Name of Company
Date: _____

Signature Over Printed Name of Representative

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