



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/resort as the venue for our Collector's Conference. In this regard, please quote us your lowest price for the lease of venue for the conduct of said conference scheduled on December 4-6, 2014. The ABC for this project is P 160, 000.00.

Please submit your quotation on or before **November 25, 2014**. 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,

  
**ARTURO M. LACHICA, CESO II**  
*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:

Item	Specification	Statement of Compliance
1	Accommodation for forty (40) participants  (12 pax – Dec 4-5) (28 pax – Dec 5-6)  20 twin sharing rooms 1 single room  Inclusive of breakfast	
2	One (1) Function Room for Plenary sessions (40 pax) – with rectangular tables (4 seats in one table)- classroom type	
3	Good Lights and Sound System	
5	Audio visual equipment	
6	Food (buffet) for the inclusive dates:  December 4– PM snacks, Dinner December 5 - Buffet Lunch, PM snacks, Dinner  Flowing coffee/juice during session s	
7	Availability	
8	<b>Other Inclusions for <u>free</u></b>  -ten 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