



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 *Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Bureau of Customs (BOC) Visayas Region Stakeholders* scheduled on August 18, 2017 in Cebu. Our Proposed budget for this event is **FOUR HUNDRED THIRTY EIGHT THOUSAND AND FOUR HUNDRED PESOS (PHP 438,400.00)**.

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,


HENRY ANTHONY M. TORRES
OIC, 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 Specification:

Item	Specification	Statement of Compliance
1	Accommodation for Eight participants - Four (4) twin sharing rooms with complimentary breakfast for 2 nights 4 rooms x 2 nights	
2	One (1) Function room for Three Hundred (300 pax) - with circular or rectangular tables- Workshop	
3	Good lights and sound system	
4	Audio visual equipment	
5	Food (buffet) for the inclusive date: August 18, 2017 – AM snacks, lunch, PM snacks for 300 pax Flowing Coffee & water during the training session	
6	Other Inclusions for free - three (3) microphones - wide screen - internet access - use of electricity for projector and laptop - pads and pencils - candies - extension cords	

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

**Name of Company
Representative**

Signature Over Printed Name of

Date: _____

Financial Proposal Submission Sheet

Date: _____

Annex "A"

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 lot	Accommodation for Eight participants - Four (4) twin sharing rooms with complimentary breakfast for 2 nights 4 rooms x 2 nights		
	One (1) Function room for Three Hundred (300 pax) – with circular or rectangular tables- Workshop		
	Good lights and sound system		
	Audio visual equipment		
	Food (buffet) for the inclusive date: August 18, 2017 – AM snacks, lunch, PM snacks for 300 pax Flowing Coffee & water during the training session		
	Other Inclusions for free - three (3) microphones - wide screen - internet access - use of electricity for projector and laptop - pads and pencils - candies - extension cords		

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)