



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 seminar/workshop. In this regard, please quote us your lowest price for the lease of venue for the conduct of 2 simultaneous batches of a 2-day Gender Sensitivity Training scheduled on June 16-17, 2016 in Manila. Our proposed budget for these events is One Hundred Sixty Thousand Pesos (P 160,000.00)

Please submit your quotation within the next seven (7) days. 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.

Thank you very much.

Very truly yours,

EXEQUIEL C. CEMPRON
OIC- Deputy Commissioner
Internal Administration Group

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2016-000373

23 MAY 2016

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 (8) participants (4 Males 4 Females) - 4 twin rooms with complimentary breakfast June 15 – Check in June 17 – Check out	
2	Two (2) Function Rooms: (1) good for fifty (50) participants and (1) good for thirty (30) participants; both with rectangular/circular tables- workshop type	
3	Good Lights and Sound System	
5	Audio visual equipment	
6	Food (buffet) for the inclusive dates: June 16-17: AM/PM Snack and Buffet Lunch Flowing coffee and water during the training session	
7	Availability	
8	Other Inclusions for free -three microphones -wide screen -internet access -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

**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	

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
FACTOR VALUE			

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.