



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 as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Bureau of Customs Stakeholders Dialogue* on September 30, 2019 in Manila. Our proposed budget for this event is Four Hundred Ninety Five Thousand Pesos (Php495,000.00) 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,


RAQUEL G. DE JESUS
Acting Chief, General Services Division

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
1LOT	<p><u>Lease of Venue for Bureau of Customs Stakeholders Dialogue</u></p> <p>1. Date: September 30, 2019, Monday from 11:00AM to 7:00PM Venue: Manila</p> <p>Function Type: Classroom Type No. of pax: 300-400 Meals: Canapes Buffet (Pm Snacks)</p> <p>*Strictly NO PORK please</p> <p>2. Two (2) white screen with projectors / LED Wall 3. Lights and Sound System 4. Audio Visual Equipment 5. Classroom set-up 6. White board and markers 7. Stage set- up with 8. Flowing water and coffee/tea/juice during the training session 9. Backdrop 10. Tarpaulin 11. Physical Arrangement/Flowers 12. Availability 13. Other inclusions for free:</p> <ul style="list-style-type: none">• Minimum of eight (8) wireless microphones• Minimum of ten (10) waiters• Microphone stand min. of five (5)• Internet access• Flagpole minimum of two (2)• Podium• Use of electricity for laptops and projectors• Pads and pencils		

	<ul style="list-style-type: none"> • Candies • Extension cords • Parking lots • Signage • Flip charts with markers • Registration area • None corkage <p>14. Send Bill</p>		
--	---	--	--

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)

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	Title: Bureau of Customs Stakeholders Dialogue Date: September 30, 2019, Monday from 11:00 AM to 7:00 PM Venue: Manila Function Type: Classroom Type No. of pax : 300-400 Meals: Canapes Buffet (PM Snacks) *Strictly no pork please	
2	2 White Screen with projectors /LED Wall	
3	Lights and Sound System	
4	Audio visual equipment	
5	Classroom set up	
6	White board and markers	
7	Stage set-up with	
8	Flowing water and coffee/tea/juice during the training session	
9	Backdrop	
10	Tarpaulin	
11	Physical Arrangement/Flowers	
12	Availability	
13	Other Inclusions for free -minimum of 8 wireless microphones -minimum of 10 waiters -microphone stand min. of 5 -internet access -flagpole minimum of 2 -podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords -Parking lots -signage -Flip Charts with Markers -Registration Area -none corkage	
14	Send Bill	

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

Name of Company

Signature over Printed Name of Representative

Date: _____