



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 2nd Batch of 5-Day Orientation Program for New Employees of the Bureau of Customs* on September 30 – October 4, 2019 in Manila. Our proposed budget for this event is Four Hundred Fifty Thousand Pesos (Php450,000.00) 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 2nd Batch of 5-Day Orientation Program for New Employees of the Bureau of Customs</u></p> <p>1. Food for 90pax September 30-October 4, 2019</p> <p><u>Food</u> Day 1 – AM Snacks, Buffet Lunch, PM Snacks Day 2 – AM Snacks, Buffet Lunch, PM Snacks Day 3 – AM Snacks, Buffet Lunch, PM Snacks Day 4 – AM Snacks, Buffet Lunch, PM Snacks Day 5 – AM Snacks, Buffet Lunch, PM Snacks</p> <p>Inclusions for free:</p> <ul style="list-style-type: none">• Flowing Coffee, Water and Tea <p>Note: Strictly NO PORK please</p> <p>2. One (1) Function Room for Plenary sessions (80 pax)- Arrangement: Classroom Set-up</p> <p>3. Good Lights and sound system</p> <p>4. Audio Visual equipment</p> <p>5. Flowing coffee and water during the training session</p> <p>6. Availability</p> <p>7. Other inclusions for free:</p> <ul style="list-style-type: none">• Minimum of four (4) wireless microphones• Projector• Wide screen / led wall• Flagpole• Podium• Use of electricity for laptops and projector• Pads and pencils• Candies		

	<ul style="list-style-type: none"> • Extension cords • Signage • Parking • Whiteboard with markers • Flip charts <p>8. Send Bill</p>		
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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	<p>Event: 2ND BATCH OF 5-DAY ORIENTATION PROGRAM FOR NEW EMPLOYEES OF THE BUREAU OF CUSTOMS</p> <p>Food for 90pax September 30-October 4, 2019</p> <p>Food Day 1 – AM Snacks, Buffet Lunch, PM Snacks Day 2 – AM Snacks, Buffet Lunch, PM Snacks Day 3- AM Snacks, Buffet Lunch, PM Snacks Day 4 - AM Snacks, Buffet Lunch, PM Snacks Day 5 - AM Snacks, Buffet Lunch, PM Snacks</p> <p>Inclusions for free:</p> <ul style="list-style-type: none"> • Flowing Coffee, Water and Tea <p>Note: Strictly no pork please</p>	
2	One (1) Function Room for Plenary sessions (80 pax) – Arrangement: Classroom Set-up	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	Flowing coffee and water during the training session	
6	Availability	
7	Other Inclusions for free -minimum of 4 wireless microphones -projector -wide screen / led wall -internet access - flagpole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage -parking -whiteboard with markers - flip charts	

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

Name of Company

Signature over Printed Name of Representative

Date: _____