



18 August 2016

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to lease of venue (including room accommodation, function room and food) for the conduct of 5-day Training on Results-based Management and Monitoring and Evaluation (RBMME) and GAD Startegic Planning on August 29-September 2, 2016 in Iloilo, in accordance with the Revised Implementing Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: 5-day Training on Results-based Management and Monitoring and Evaluation (RBMME) and GAD Strategic Planning

Date of Event: August 29-September 2, 2016

Expected Number Of Participants: Fifty Two (52) pax

Location: Iloilo

Approved Budget For the Contract: Four Hundred Sixty Thousand Three Hundred Eighty Pesos (Php 460,380.00)

Please submit your valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Statement of Compliance and Financial Proposal Submission Sheet on or before August 25, 2016. Attached are our minimum technical requirements (Statement of Compliance) 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 bids/quotations using the standard format attached herein.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

For IAG

  
**GLADYS C. CABUGAWAN**  
Chief Administrative Officer

### 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 fifty-two (52) participants - 16 triple sharing/2 twin sharing rooms with complimentary breakfast August 29 – Check in of participants September 2 – Check out	
2	One (1) Function Room good for fifty-two (52) participants with rectangular/circular tables- workshop type	
3	Good Lights and Sound System	
5	Audio visual equipment	
6	Food (buffet) for the inclusive dates:  August 29-September 1 – Full Board Meals September 2 – AM/PM snacks and 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
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	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)	
		<b>100</b>	

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

**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.