



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 Administrative Officers Summit* scheduled on November 8-10, 2017 in Manila. Our Proposed budget for this event is SEVEN HUNDRED FORTY NINE THOUSAND FIVE HUNDRED PESOS (PHP 749,500.00).

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,


GLADYS F. ROSALES, MPA, C.F.E
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 Specifications:

Item	Specification	Statement of Compliance
1	<p>Accommodation for fifty (45) persons</p> <p>November 7, 2017</p> <p>1 Triple Sharing room for Nov. 7-10, 2017 Php 4,500.00 x 1 room x 3 nights = Php 4,500 x 3 nights = Php 13,500.00</p> <p>November 8-10, 2017</p> <p>18 Twin sharing rooms Php 4,500 x 18 rooms x 2 nights = Php 81,000.00 x 2 nights = Php 162,000.00</p> <p>2 Triple Sharing Rooms Php 4,500.00 x 2 rooms x 2 nights = Php 9,000 x 2 nights = Php 18,000.00</p>	
2	<p>Meals</p> <p>November 8, 2017 – November 10, 2017 Function Room (at a Hotel) AM/PM Snack, Lunch and Dinner (for 80 pax) for November 8-10, 2017</p> <p>Php 1,900.00 x 80 pax x 3 days = Php 152,000 x 3 days = Php 456,000.00</p> <p>Note: No pork please</p>	
3	<p>One (1) Function Room for Plenary sessions (80 pax) – workshop type</p>	

4	Good Lights and Sound System	
5	Audio visual equipment	
6	Flowing coffee and water during the training session	
7	Availability	
8	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> -minimum of 3 wireless microphones -projector -wide screen -internet access -use of electricity for laptops and projector - podium and flagpole -pads and pencils -candies -extension cords - signage 	

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: _____

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