



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. In this regard, please quote us your lowest price for the lease of venue for the conduct of a 3-day BOC Administrative Officers Conference scheduled on September 16-18, 2014. The ABC for this project is P 414, 000.00

Please submit your quotation on or before September 12, 2014. Attached is 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, and the PhilGEPS Registration Certificate.

Thank you very much.

Very truly yours,


ARTURO M. LACHICA, CESO II
Deputy Commissioner, BOC-BAC

04 SEP 2014

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 sixty (60) participants 1 single room 28 twin sharing rooms 1 triple sharing Inclusive of breakfast	
2	One (1) Function Room for Plenary sessions (60 pax) – with rectangular tables- classroom type	
3	Good Lights and Sound System	
5	Audio visual equipment	
6	Food (buffet) for the inclusive dates: Sept. 16 – Buffet Lunch, PM snacks, Dinner Sept. 17 –AM snacks, Buffet Lunch, PM snacks, Dinner Sept. 18—AM snacks, Buffet Lunch, PM snacks Flowing coffee/juice during the training session	
7	Availability	
8	Other Inclusions for <u>free</u> -three to five microphones -wide screen -internet access -projector -use of electricity for laptop and projector -pads and pencils -candies -extension cords -break-out rooms (2 small rooms)	

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**