



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

March 28, 2016

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to **lease a venue** for the **Open Forum with Super Green Lane (SGL) Accredited Importers** in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : Lease of Venue for the Open Forum with Super Green Lane (SGL) Accredited Importers

Date of event : April 26, 2016

Expected number of participants : Three Hundred Thirty (330) pax

Location : Metro Manila, Philippines

Approved Budget for the Contract : Seven Hundred Eighty One Thousand Pesos (Php 781,000.00) inclusive of service charge and government taxes

Please submit your quotation on or before April 7, 2016. Attached are 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.

For inquiry, you may contact us at Telephone No. 527-4519 or you may email us at [bobacsecretariat2014@gmail.com](mailto:bocbacsecretariat2014@gmail.com).

Very truly yours,

  
**Dir. EXEQUIEL C. CEMPRON**  
*Officer-in-Charge, Internal Administration Group  
Chairperson, BOC-Bids and Awards Committee*

28 MAR 2016

BUREAU OF CUSTOMS  
EXEQUIEL C. CEMPRON  
D.C. - Deputy Commissioner  
Internal Administration Group  
2016-000172



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### 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><b><u>MEETING ROOM</u></b>                      One (1) air-conditioned function room with a minimum capacity of Three Hundred Thirty (330) pax for one (1) day on April 26, 2016 from 8:00AM to 5:00PM</p> <p>Location: Metro Manila Area                      Seating arrangement: Classroom set-up for Three Hundred Thirty (330) pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> <li>1. Internet access to all delegates/participants</li> <li>2. Separate table and chair set-up for Secretariat including registration table;</li> <li>3. Wide LCD Screen and projector</li> <li>4. Ten units (10) Wireless Microphone and six units (6) microphone with stand</li> <li>5. Notepads and pens for all participants;</li> <li>6. Candies and bottled water;</li> <li>7. Free flowing coffee and tea; and</li> <li>8. Simple floral arrangement.</li> </ol>	
2	<p><b><u>FOOD</u></b></p> <ol style="list-style-type: none"> <li>1. Meal package of AM Snack, Plated Lunch and PM Snack for a minimum of Three Hundred Thirty (330) pax for one (1) day on April 26, 2016</li> <li>2. Food must be ready at least ten (10) minutes before the schedule of food serving;</li> <li>3. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be conducted during the ocular inspection; and</li> <li>4. Actual menus shall be subject to the approval of the Bureau of Customs</li> </ol>	
3	<p>Other Inclusions for <b>FREE</b>:</p> <ul style="list-style-type: none"> <li>- Free parking slots</li> <li>- Extension cords</li> </ul>	

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

\_\_\_\_\_  
**Name of Company**  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

## 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