



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

August 18, 2014

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), will lease a function room as the venue for the **9th Brunei Darussalam, Indonesia, Malaysia, Philippines East ASEAN Growth Area Customs, Immigration, Quarantine, Security Working Group (BIMP-EAGA CIQS WG) Meeting**, 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 Function Room for the 9th BIMP-EAGA CIQS WG Meeting

Date of event : September 4 – 5, 2014

Expected number of : Fifty (50)
participants

Location : Manila, Philippines

Approved Budget : One Hundred Forty Thousand Pesos (Php 140,000.00)
for the Contract inclusive of service charge and government taxes

Please submit your quotation on or before August 25, 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.

For inquiry, you may contact us at Telephone No. 527-4519 or you may email us at bocbacsecretariat2014@gmail.com.

Very truly yours,


ARTURO M. LACHICA, CESO II
*Deputy Commissioner, Internal Administration Group
Chairperson, BOC-Bids and Awards Committee*

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	One (1) Function Room for fifty (50) participants; U-shaped type of seating arrangement with provision for buffet tables	
2	Good Lights	
3	Sound System (Speakers and Microphones)	
4	Projector with screen	
5	<p>Food with free flowing coffee for the inclusive dates:</p> <p>Sept. 4 – AM snacks, Lunch (Buffet) and PM snacks</p> <ul style="list-style-type: none"> - 9:30 am to 10:00 am – Snacks (ex. Coffee/Tea/Juice, sandwich – make sure HALAL) - 12:00 pm to 1:00 pm – Buffet Lunch (HALAL foods) - 3:00 pm to 4:00 pm – Snacks (ex. Coffee/Tea/Juice, sandwich – make sure HALAL) <p>Sept. 5 –AM snacks, Lunch (Buffet) and PM Snacks</p> <ul style="list-style-type: none"> - 9:30 am to 10:00 am – Snacks (ex. Coffee/Tea/Juice, sandwich – make sure HALAL) - 12:00 pm to 1:00 pm – Buffet Lunch (HALAL foods) - 3:00 pm to 4:00 pm – Snacks (ex. Coffee/Tea/Juice, sandwich – make sure HALAL) 	
6	Availability(September 4 to 5, 2014)	
7	(Others, if any. Indicate any item/proposal offered for free.)	

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

Name of Company

gc

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
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