



17 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 17th ASEAN Single Window Steering Committee Meeting on September 6-8, 2016, in accordance with the Revised Implementing Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: Lease of venue for the conduct of 17th ASEAN Single Window Steering Committee Meeting on September 6-8, 2016

Date of Event: September 6-8, 2016

Expected Number Of Participants: Fifty Five (55) pax

Location: Metro Manila (proximity area near airport)

Approved Budget For the Contract: Four Hundred Twelve Thousand and Five Hundred Pesos (Php 412,500.00)

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 bacsecretaria@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	<p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty Five (55) pax for three (3) days on September 6-8, 2016 from 8:00 AM to 5:00 PM</p> <p>Location: Metro Manila (proximity area near the airport)</p> <p>Seating arrangement: Hollow set-up for Fifty-five (55) pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive meetings; 2. All day beverage service; 3. Provides meeting resources including presentation easel and markers; 4. Separate registration area; 5. Two (2) units Wide LCD screen and projector; 6. With audio and video system and twenty (20) units conference microphones; 7. 11 pieces of Flagpoles 8. Five (5) units wireless microphones; 9. High speed internet access 10. Free wi-fi access 11. With at least 2 years' experience in hosting several international conferences and accommodate high end delegations 	
2	<p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provides meal package of Am and PM Snacks, Buffet Lunch at the venue's buffet restaurant for a minimum of Fifty Five (55) pax on September 6-8, 2016; 2. Provision of Halal Section within the buffet restaurant; 3. The service provider shall provide a separate room/venue for the AM and PM Snacks 	
3	<p><u>ACCOMMODATION (For Secretariat)</u></p>	

	<ol style="list-style-type: none"> 1. One (1) room (double occupancy) for four (4) days on September 5-8, 2016 2. With minimum basic hotel room facilities and free Wi-fi Connection 3. Room package is inclusive of breakfast; 4. Check-in date September 5, 2016 and check out date is on September 8, 2016 	
4	Other Inclusions for FREE : <ul style="list-style-type: none"> - Parking Slots (at least 10% of the attendees) - At least 5 extension cords 	
5	<u>AVAILABILITY</u>	

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