



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/t 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 Bureau of Customs Assessment Summit*" on September 7, 2019, Saturday from 7:00 AM to 8:00 PM in Manila. Our proposed budget for this event is THREE HUNDRED SEVENTY NINE THOUSAND FOUR HUNDRED PESOS (Php379,400.00) inclusive of tax.

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/quotation using the standard format attached herein.

Thank you very much.

Very truly yours,

**RAQUEL G. DE JESUS**

Acting Chief, General Services Division

Annex "A"

## PRICE QUOTATION FORM

Date

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 LOT	<p>1. Title: Bureau of Customs Assessment Summit</p> <p>Date: September 7, 2019, Saturday from 7:00 AM to 8:00 PM</p> <p>Function Type : Classroom/Workshop Type No. of pax: 271 attendees Meals: AM Snacks/Bufferet Lunch/PM Snacks</p> <p><b>*STRICTLY NO PORK PLEASE</b></p> <p>2. White Screen/LED Wall 3. Lights and Sound System 4. Audio Visual Equipment 5. Classroom Set Up 6. White board and markers 7. Stage set-up with 8. Flowing water and coffee/tea/juice during the training session 9. Physical Arrangement 10. Availability 11. Other inclusions for free</p> <ul style="list-style-type: none"><li>• Minimum of 8 wireless microphones</li><li>• Minimum of 10 waiters</li><li>• Microphone stand min. of 10</li><li>• Projector</li><li>• Internet access</li><li>• Flagpole minimum of 2</li><li>• Podium</li><li>• Use of electricity for laptops and projector</li><li>• Pads and pencils</li></ul>		

	<ul style="list-style-type: none"> <li>• Candies</li> <li>• Extension cords</li> <li>• Parking lots</li> <li>• Signage</li> <li>• Flip charts with markers</li> <li>• None corkage</li> </ul> <p>12. Send Bill</p>		
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Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)

### 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	<b>Title:</b> Bureau of Customs Assessment Summit <b>Date:</b> September 7, 2019, Saturday from 7:00 AM to 8:00 PM <b>Function Type:</b> Classroom/Workshop Type <b>No. of pax:</b> 271 attendees <b>Meals:</b> AM Snacks/Buffer Lunch/PM Snacks ; *Strictly no pork please	
2	White Screen/LED Wall	
3	Lights and Sound System	
4	Audio visual equipment	
5	Classroom set up	
6	White board and markers	
7	Stage set-up with	
8	Flowing water and coffee/tea/juice during the training session	
9	Physical Arrangement	
10	Availability	
11	Other Inclusions for free -minimum of 8 wireless microphones -minimum of 10 waiters -microphone stand min. of 10 -projector -internet access -flagpole minimum of 2 -podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords -Parking lots -signage -Flip Charts with Markers -none corkage	
12	Send Bill	

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

**Name of Company** \_\_\_\_\_

**Signature over Printed Name of Representative**

**Date:** \_\_\_\_\_

