



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 as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Media Workshop* on August 21-23, 2019 in Manila. Our proposed budget for this event is Three Hundred Thirty One Thousand Five Hundred Pesos (PhP331,500.00) 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

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>Media Workshop</p> <p>Function Room (at the Hotel) AM/PM, Lunch and Dinner (for 60 pax)</p> <p>Attendees 50 Resource Speakers 5 Facilitator/Secretariat 5</p> <p>Accommodation</p> <p>Participants Room 15 twin sharing rooms for 2 nights</p> <p>Secretariat Room 1 twin sharing rooms for 3 nights</p> <p>Note: Strictly no pork please</p>	
2	Good Lights and Sound System	
3	Audio visual equipment	
4	Flowing coffee and water during the training session	
5	Availability	
6	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> -minimum of 3 wireless microphones -projector -wide screen -internet access - flag pole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage 	

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

Name of Company

Signature over Printed Name of Representative

Date: _____