

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 Bureau of Customs Stakeholders Dialogue* on September 30, 2019 in Manila. Our proposed budget for this event is Four Hundred Ninety Five Thousand Pesos (Php495,000.00) 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/quotations using the standard format attached herein.

Thank you very much.

Very truly yours,

RAQUEL G. DE JESUS

Acting Chief, General Services Division

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	TOTAL PRICE
1LOT	<u>Lease of Venue for Bureau of Customs</u> <u>Stakeholders Dialogue</u>		
	1. Date: September 30, 2019, Monday from 11:00AM to 7:00PM		
	Venue: Manila		
	Function Type: Classroom Type No. of pax: 300-400		
	Meals: Canapes Buffet (Pm Snacks		
	*Strictly NO PORK please		
	Two (2) white screen with projectors / LED Wall Lights and Sound System		
	4. Audio Visual Equipment		
	5. Classroom set-up		
	6. White board and markers7. Stage set- up with		
	8. Flowing water and coffee/tea/juice during the training session 8. Stage set- up with 8. Flowing water and coffee/tea/juice during the training session	٠	
	9. Backdrop		
	10. Tarpaulin		
	11. Physical Arrangement/Flowers 12. Availability		
	13. Other inclusions for free:	İ	
	Minimum of eight (8) wireless microphones		
	Minimum of ten (10) waitersMicrophone stand min. of five (5)		
	Internet access		
	 Flagpole minimum of two (2) 		
	Podium Use of electricity for lantons and projectors		
	 Use of electricity for laptops and projectors Pads and pencils 		

CandiesExtension cords	
Parking lotsSignageFlip charts with markers	
Registration areaNone corkage	
14. Send Bill	

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:

Title: Bureau of Customs Stakeholders Dialogue Date: September 30, 2019, Monday from 11:00 AM to 7:00 PM Venue: Marila Function Type: Classroom Type No. of pax: 300-400 Meals: Canapes Buffet (PM Snacks) *Strictly no pork please 2 2 White Screen with projectors /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 Backdrop 10 Tarpaulin 11 Physical Arrangement/Flowers 12 Availability 13 Other Inclusions for free -minimum of 8 wireless microphones -minimum of 10 waiters -microphone stand min. of 5 -internet access -flagpole minimum of 2 -podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords -Parking lots -signage -Filip Charts with Markers -Registration Area -none corkage	Item	Specification	Statement of Compliance
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		-Registration Area	

Name of Company	Signature over Printed Name of	
	Representative	
Date:	·	

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