



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 welcome dinner and accommodation. In this regard, please quote us your lowest price for the lease of venue for the conduct of "*WCO A/P Security Project: Pre- Operational Planning and Coordination Meeting and National Training on Programme Global Shield*" on October 2019 please see attached "annex a" for the schedule in Manila. Our proposed budget for this event is One Hundred Seven Thousand Five Hundred Pesos (Php107,500.00) 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/quotations using the standard format attached herein.

Thank you very much.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Raquel G. De Jesus".

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
1LOT	<p><u>WCO Asia Pacific Security Project (ASP) Pre - Operational Planning and Coordination Meeting and National training for Programme Global Shield (PGS)</u></p> <p><u>WELCOME DINNER</u></p> <ol style="list-style-type: none">1. The service provider shall provide the venue for the Welcome Dinner with embellishment that can accommodate a minimum of Thirty (30) pax on October 16, 2016;2. Provide buffet dinner, preferably "halal cooked"/"no pork";3. One round of drinks (juice);4. Free flowing coffee or tea;5. Proposed time is at 6:30PM to 10:00PM;6. Use of function room/outdoor venue;7. Complimentary use of Entertainment System; and8. Actual menus shall be subject to the approval of the Bureau of Customs. <p>Other Inclusions for FREE:</p> <ul style="list-style-type: none">- Parking slots: 10% of the total guaranteed number of attendees; and <p>Free wi-fi connection in the venue.</p> <p>Budget : Php52,500.00</p>		

	<p><u>ACCOMMODATION</u></p> <ol style="list-style-type: none"> 1. One (1) room (triple occupancy) for 4 nights on October 15-18, 2019; 2. One (1) room (triple occupancy) for 6 nights on October 20-25,2019; 3. With minimum basic hotel room facilities and free Wi-Fi Connection; and 4. Room package is inclusive of breakfast. <p>Budget: Php55,000.00</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 Specifications:

Item	Specification	Statement of Compliance
1	<p><u>WCO Asia Pacific Security Project (ASP) Pre - Operational Planning and Coordination Meeting and National training for Programme Global Shield (PGS)</u></p> <p><u>WELCOME DINNER</u></p> <ol style="list-style-type: none"> 1. The service provider shall provide the venue for the Welcome Dinner with embellishment that can accommodate a minimum of Thirty (30) pax on October 16, 2016; 2. Provide buffet dinner, preferably "halal cooked"/"no pork"; 3. One round of drinks (juice); 4. Free flowing coffee or tea; 5. Proposed time is at 6:30PM to 10:00PM; 6. Use of function room/outdoor venue; 7. Complimentary use of Entertainment System; and 8. Actual menus shall be subject to the approval of the Bureau of Customs. <p>Other Inclusions for <u>FREE</u>:</p> <ul style="list-style-type: none"> - Parking slots: 10% of the total guaranteed number of attendees; and Free wi-fi connection in the venue. 	
2	<p><u>ACCOMMODATION</u></p> <ol style="list-style-type: none"> 1. One (1) room (triple occupancy) for 4 nights on October 15-18, 2019; 2. One (1) room (triple occupancy) for 6 nights on October 20-25,2019; 3. With minimum basic hotel room facilities and free Wi-Fi Connection; and 4. Room package is inclusive of breakfast. 	

I hereby certify to comply with all the above technical specification

Name of Company

Signature over printed name of representative