



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/resort 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 27th ASEAN Coordinating Committee on Customs (27th ASEAN CCC) Meeting* scheduled on October 24-26, 2017 in Manila. Our Proposed budget for this event is NINE HUNDRED NINETY THOUSAND PESOS (PHP 990,000.00).

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,


GLADYS F. ROSALES, MPA, CESE
OIC, Deputy Commissioner
Internal Administration Group 

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>27TH MEETING OF THE ASEAN COORDINATING COMMITTEE ON CUSTOMS (CCC)</u></p> <p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for three (3) days on October 24 – 26, 2017 from 8:00AM to 5:00PM</p> <p>Location: Roxas Boulevard, Manila</p> <p>Seating arrangement: Hollow rectangular set-up for Fifty (50) pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Provides meeting resources like pens and notepads; 4. Separate registration area; 5. Six (6) Units TV Monitor 50"; 6. With audio system and thirteen (13) units conference microphones; 7. 11 pieces of flagpoles; 8. Candies and bottled water; 9. Frame for the Backdrop; 10. High speed internet connection; and 11. Free Wi-Fi access. <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM and PM Snacks, for a minimum of Fifty (50) pax on October 24 – 26, 2017; and 2. Provide lunch within the buffet restaurant; and 3. Provision of "no pork". <p><u>ACCOMMODATION (Secretariat)</u></p> <ol style="list-style-type: none"> 1. Four (4) room (double occupancy) for five (5) 	

	nights on October 22 – 26, 2017; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date October 22, 2017 and check out date is on October 27, 2017.	
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I hereby certify to comply with all the above Technical Specifications.

**Name of Company
Representative**

Signature over Printed Name of

Date: _____

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:

ITEM	SPECIFICATION	UNIT PRICE	TOTAL PRICE
1	<p><u>27TH MEETING OF THE ASEAN COORDINATING COMMITTEE ON CUSTOMS (CCC)</u></p> <p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for three (3) days on October 24 – 26, 2017 from 8:00AM to 5:00PM</p> <p>Location: Roxas Boulevard, Manila</p> <p>Seating arrangement: Hollow rectangular set-up for Fifty (50) pax</p> <p>Inclusions:</p> <ul style="list-style-type: none"> 12.State of the art meeting space in distinguished executive settings; 13.Free flowing coffee/tea; 14.Provides meeting resources like pens and notepads; 15.Separate registration area; 16.Six (6) Units TV Monitor 50"; 17.With audio system and thirteen (13) units conference microphones; 18.11 pieces of flagpoles; 19.Candies and bottled water; 20.Frame for the Backdrop; 21.High speed internet connection; and 22.Free Wi-Fi access. <p><u>FOOD</u></p>		

	<ol style="list-style-type: none"> 4. Provide meal package of AM and PM Snacks, for a minimum of Fifty (50) pax on October 24 – 26, 2017; and 5. Provide lunch within the buffet restaurant; and 6. Provision of "no pork". <p><u>ACCOMMODATION (Secretariat)</u></p> <ol style="list-style-type: none"> 5. Four (4) room (double occupancy) for five (5) nights on October 22 – 26, 2017; 6. With minimum basic hotel room facilities and free Wi-Fi Connection; 7. Room package is inclusive of breakfast; and 8. Check in date October 22, 2017 and check out date is on October 27, 2017. 		
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Warranty: ____ months from the date of delivery

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)