



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 Revision of Position Description Workshop* scheduled on August 09-11, 2017 in Metro Manila. Our Proposed budget for this event is ONE HUNDRED EIGHTY ONE THOUSAND FIVE HUNDRED PESOS (PHP 181,500.00).

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,


HENRY ANTHONY M. TORRES
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	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	Accommodation for Fifty Five (55) participants -Complimentary breakfast and full board meals	
2	One (1) Function room for Fifty Five (55 pax)- with circular or rectangular tables- workshop	
3	Good lights and Sound System	
4	Audio visual equipment	
5	Food (buffet) for the inclusive date: August 09-11, 2017- AM snacks, lunch, PM snacks, dinner Flowing coffee during the training session	
6	Availability	
7	Other Inclusions for free -three microphones -wide screen -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords	

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

Name of Company

Signature over Printed Name of Representative

Date: _____

Financial Proposal Submission Sheet

Date: _____

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	Accommodation for Fifty Five (55) participants		
	-Complimentary breakfast and full board meals		
	One (1) Function room for Fifty Five (55 pax)- with circular or rectangular tables- workshop		
	Good lights and Sound System		
	Audio visual equipment		
	Food (buffet) for the inclusive date: August 09-11, 2017- AM snacks, lunch, PM snacks, dinner Flowing coffee during the training session		
	Availability		
	Other Inclusions for free -three microphones -wide screen -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords		

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)