



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

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 a 3-day Seminar on ASEAN Australia New Zealand Rules of Origin and Briefing on ASEAN Self Certification System of the Bureau of Customs scheduled on July 9-11, 2014.

Please submit your quotation on or before July 2, 2014. Attached is our minimum technical requirements 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,

MYRNA S. CHUA
Deputy Commissioner, BOC-BAC

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	Accommodation for twenty (20) participants (13 Females, 7 Males) - 2 single rooms, 9 twin rooms	
2	One (1) Function Room for Plenary sessions (42 pax) – with rectangular tables- classroom type	
3	Good Lights and Sound System	
5	Audio visual equipment	
6	Food (buffet) for the inclusive dates: July 9 – AM snacks, Lunch, PM snacks, Dinner July 10 – breakfast, lunch, dinner, AM and PM Snacks July 11– breakfast, AM snacks, Lunch, Dinner Flowing coffee during the training session	
7	Availability	
8	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: _____

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for _____

	P _____ In words: _____
	P _____ (VAT Inclusive) In words: _____
Total Contract Cost	P _____ (VAT Inclusive) In words: _____

Very truly yours,

Name of Company

Name/Signature of Representative

Date