



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to lease a venue for the **Public Hearing on the Implementing Rules and Regulations of Republic Act 10863 or The Customs Modernization and Tariff Act**, in accordance with the Revised Implementing Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: Lease of Venue for Public Hearing on the Implementing Rules and Regulations of Republic Act 10863 or The Customs Modernization and Tariff Act

Date of Event: June 15, 2016

Expected Number Of Participants: Seventy (70) pax

Location: Metro Manila

Approved Budget For the Contract: 1,500 per pax (inclusive of all applicable taxes)
One Hundred Five Thousand Pesos (105,000.00)

Please submit your quotation, valid and current Mayor's Permit, Statement of Compliance, Financial Proposal Submission Sheet and PHILGEPS Registration Certificate on or before June 14, 2016. Attached are 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 bids/quotations using the standard format attached herein.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


EXEQUIEL C. CEMPRON
OIC-Deputy Commissioner
Internal Administration Group

06 JUN 2016

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	<p><u>MEETING ROOM</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on June 15, 2016 from 8:00 AM to 5:00 PM</p> <p>Location: Metro Manila Area</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Internet access to all delegates/ participants 2. Separate table and chair set-up for Secretariat including registration table; 3. Wide LCD Screen and projector; 4. Ten units (10) Wireless Microphone and six units (6) Microphone with stand 5. Notepads and pens for all participants 6. Candies and bottled water; 7. Free flowing coffee and tea; and 8. Simple floral arrangement 	
2	<p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Meal Package of AM Snack, Plated Lunch and PM Snack for a minimum of 70 pax on June 15, 2016 2. Food must be ready at least (10) minutes before the schedule of food serving; 3. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be conducted during the ocular inspection; and 4. Actual menus shall be subject to the approval of the Bureau of Customs 	
3	<p>Other Inclusions for FREE:</p> <ul style="list-style-type: none"> - Free parking Slots - Extension cords 	
5	<p><u>AVAILABILITY</u></p>	

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

Name of Company
Date: _____

Signature Over Printed Name of Representative

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