



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

May 23, 2016

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to lease a venue (function room and food) for the conduct of Focus Group Discussion and Planning Workshop for CMTA Implementation, 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 the conduct of Focus Group Discussion and Planning Workshop for CMTA Implementation

Date of Event: June 1-2, 2016

Expected Number Of Participants: Sixty Five (65) pax

Location: Metro Manila

Approved Budget For the Contract: 169,000.00

Please submit your quotation on or before May 31, 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@gmail.com.

Very truly yours,


EXEQUIEL C. CEMPRON
OIC-Deputy Commissioner
Internal Administration Group

24 MAY 2016

BUREAU OF CUSTOMS
EXEQUIEL C. CEMPRON
OIC - Deputy Commissioner
Internal Administration Group
2016-000377

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	One (1) Function Room – Classroom Type (65 pax/room)	
2	Good Lights and Sound System	
3	Audio visual equipment	
4	Food (buffet) for the inclusive dates: June 1-2 Full board meals Flowing coffee/tea and water during the training session	
5	Availability	
6	Other Inclusions for free -microphones -wide screen -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords -complimentary parking	

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 Lease of Venue for the conduct of Focus Group Discussion and Planning Workshop for CMTA Implementation.

Total Contract Cost:

Total amount in words: _____.(Php. _____)

Very truly yours,

Name of Company

Name/Signature of Representative

Date