



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 *45th Meeting of the Working Group on Technical Matters for the ASEAN Single Window* scheduled on November 13-16, 2018 in Manila. Our proposed budget for this event is Eight Hundred Fifty Five Thousand Pesos (Php855,000.00) inclusive of tax.

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,


ATTY. FRANCIS T. TOLIBAS
Acting Chief, General Services Division



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	DESCRIPTION	STATEMENT OF COMPLIANCE
1	<p><u>45th Meeting of the Working Group on Technical Matters for the ASEAN Single Window</u></p> <p><u>MEETING VENUE</u> One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax for four (4) days on November 13 – 16, 2018 from 8:00AM to 5:00PM</p> <p>Location: Manila, Philippines Seating arrangement: Hollow rectangular set-up for 70 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. Candies and bottled water; 4. Provides meeting resources like pens and notepads; 5. Basic sound system and thirteen (13) units conference microphones; 6. Two (2) TV Monitors (big screen); 7. 11 pieces of flagpoles; 8. Frame for the Backdrop; 9. High speed internet connection; 10. Free Wi-Fi access; and 11. Separate registration area; <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM and PM Snacks, for a minimum of Seventy (70) pax on November 13-16, 2018; 2. Provide buffet lunch; and 3. Provision of "no pork" or halal. 	
2	<p><u>WELCOME DINNER</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on 02 October 2018; 6:00PM-9:00PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p> <p><u>FOOD:</u></p>	

	<p>Buffet Dinner for a minimum of Seventy (70) pax</p> <ol style="list-style-type: none"> 1. All food choices must be "no pork" or halal; 2. Proposed menus shall be submitted to the Bureau of Customs; and <p>Actual menus shall be subject to the approval of the Bureau of Customs.</p>	
2	<p><u>ACCOMMODATION (Secretariat)</u></p> <ol style="list-style-type: none"> 1. Six(6) rooms (double occupancy) for seven (7) nights on November 12-17, 2018; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date November 12, 2018 and check out date is on November 17, 2018. 	

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

Name of Company

Signature over Printed Name of Representative

Date: _____

**TECHNICAL SPECIFICATIONS
LEASE OF VENUE**

Passing Rate = _____

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)		
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and	(4)	
	g. Audio visual equipment	(4)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	

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