



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

149-305
Internal Admin. Group
Received by: VICKY REYES
Date: 08/31/18
Time: 4:32

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 *Bureau of Customs Budget Planning and Workshop* on August 23-24, 2018 in Manila. Our proposed budget for this event is TWO HUNDRED NINETY THOUSAND FIVE HUNDRED PESOS (Php290,500.00) 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,


GLADYS F. ROSALES, MPA, CESE
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 Specification:

ITEM	SPECIFICATION	Statement of Compliance
1	<p><u>Bureau of Customs Budget Planning and Workshop</u></p> <p><u>ROOM ACCOMODATION</u> Accommodation for Seventy (70) persons August 23 – 24, 2018 Twin Sharing Rooms</p> <ol style="list-style-type: none"> 1. 1 room x 3 nights <p>15 rooms x 2 nights</p> <ol style="list-style-type: none"> 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date August 23, 2018 and check out date is on August 24, 2018. 	
2	<p><u>FOOD</u> August 23, 2018- August 24, 2018 AM Snack, Lunch, PM Snack for Seventy (70) participants x 2 days</p> <ol style="list-style-type: none"> 1. Provision for all food choices must be "no pork"; 2. Proposed menus shall be submitted to the Bureau of Customs; and 3. Actual menus shall be subject to the approval of the Bureau of Customs 	
3	<p><u>FUNCTION ROOM</u></p> <ol style="list-style-type: none"> 1. One Function Room for Plenary Sessions 2. With Good Lights and Sound System, Audio Visual Equipment and; 3. Flowing Coffee and Water During the Training Session 	
4	<p><u>OTHERS:</u></p> <ol style="list-style-type: none"> 1. Minimum of 3 wireless microphones 	

	2. Projector 3. Wide Screen 4. Internet Access 5. Use of Electricity for Laptops and Projector 6. Podium and Flagpole 7. Pads and Pencils 8. Candies 9. Signage		
5	Mode of Payment Send Bill		

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

**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.)	(5)	
	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. Fire fighting equipment	(4)	
	f. Internet and Telecommunications (
	g. Audio visual equipment (
	d. Other requirements		
	a.. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	