



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Port of Iloilo
5000



Bids and Awards Committee

REQUEST FOR QUOTATION

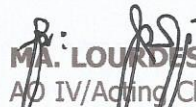
Sir/Madam:

We are considering your place/resort as the venue for our training. In this regard, please quote us your lowest price for the lease of venue for the conduct of Gender Sensitivity Training (GST) scheduled on December 10-11, 2018 in Iloilo. Our proposed budget for this event is SEVENTY TWO THOUSAND PESOS ONLY (PHP72,000.00) 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,


MA. LOURDES G. DEVEZA
AD IV/Acting Chief, Administrative 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 Specification:

Item	Specification	Statement of Compliance
1	Room Accommodation for 2 Pax, with free breakfast December 9, 2018	
2	Room Accommodation for 30 Pax December 10, 2018	
3	Meals (AM/PM Snacks, Lunch and Dinner) December 10, 2018	
4	Meals (AM/PM Snacks, Breakfast and Lunch) December 11, 2018	
5	One (1) Function Room for Plenary Sessions (30 pax) – workshop/classroom type	
6	Good Lights and Sound System	
7	Audio Visual Equipment	
8	Flowing coffee and water during the training session	
9	Availability	
10	OTHERS: 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 10. Extension Cords.	
11	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: _____



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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: _____
Accommodation for 2 pax, with free breakfast	
Accommodation for 30 pax	
Meals (AM/PM Snacks, Lunch and Dinner)	
Meals (AM/PM Snacks, Breakfast and Lunch)	
One (1) Function Room for Plenary Sessions (30 pax) – workshop/classroom type	
	P _____ (VAT Inclusive) In words: _____
Total Contract Cost	P _____ (VAT Inclusive) In words: _____

Very truly yours,

Name of Company

Name/Signature of Representative

Date