

No. 333 - 984



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 *Lease of Venue for Gender and Development Plan & Budget Plan (For 2020)* on September 24-28, 2018 in Manila. Our proposed budget for this event is FIVE HUNDRED THOUSAND PESOS (Php500,000.00) 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,

GLADYS F. ROSALES, MPA, CESE

Deputy Commissioner

Internal Administration Group

**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	

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

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>ROOM ACCOMMODATION FOR 45 PAX</u> (September 24-28, 2018)</p> <p>SEPTEMBER 24-28</p> <p>OUTPORTS PARTICIPANTS 7 triple sharing x 4 nights 1 twin sharing x 4 nights</p> <p>September 26-28</p> <p>MANILA PARTICIPANTS 8 triple sharing x 2 nights 1 twin sharing x 2 nights</p> <p>SECRETARIAT/ RESOURCE SPEAKER 1 triple sharing x 4 nights 1 single room x 3 nights</p>		
2	<p>Meals (AM/PM Snacks & Lunch for 45 Pax) September 25-28, 2018</p> <p>45 pax x 4 days</p> <p>NOTE: STRICTLY NO PORK</p>		
3	One (1) Function Room for Plenary sessions (45 pax) – workshop/ classroom type		
4	Good Lights and Sound System		
5	Audio Visual Equipment		
6	Flowing coffee and water during the training session		
7	Availability		

8	<u>OTHERS:</u> 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		
9	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: _____