



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

REQUEST FOR QUOTATION

In accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184, the Bureau of Customs (BOC), through its Internal Administration Group (IAG), will lease a function room as the venue for the ASEAN Single Window (ASW) Technical Working Group Meeting. The details of the project are as follows:

Name of Project: Lease of Function Room for the ASW Technical Working Group Meeting

Date of event: July 7 – 10, 2015

Expected number of participants: 50 pax

Approved Budget for the Contract: Three Hundred Twenty Thousand Pesos (Php. 320,000.00)

Please submit your quotation on or before June 9, 2015.

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 bid/quotations using the standard format attached herein, and the PhilGEPS Registration Certificate.

Thank you very much.

Very truly yours,


ARTURO M. LACHICA, CESO II
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	Function Room good for 50 participants from July 7 – 10, 2015 - Conference table must be plenary set-up for forty-four (44) pax	
2	Secretariat room beside the meeting venue - Provisional space for the photocopying machine	
3	Audio visual equipment: -Projector with screen - Conference microphones (min. of 12 pcs) - Wireless microphones (min. of 3pcs)	
4	Food for the inclusive dates: July 7 – 10, 2015 AM snacks, Buffet Lunch, PM snacks With free flowing coffee or tea during the meeting Food tasting shall be conducted during the ocular visit.	
5	Other Inclusions for free: - ASEAN Flags with flag pole (to be placed inside the function room) - Event Backdrop (to be placed behind the chairperson's seat) - Registration table - Internet access for all the participants within the meeting room and reception area - Pads and pencils - Extension cords - Use of electricity for laptop and projector - With simple floral arrangement in front of the Chairperson's seat	
Notes		
- All prices to be quoted should be inclusive of all applicable taxes and service charge		

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