



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

9-240
Internal Admin. Group
Received by: VICKY REYES
Date: 10/18/18
Time: 11

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 Sensitivity Training* on October 25-26, 2018 in Manila. Our proposed budget for this event is TWO HUNDRED SEVENTY TWO THOUSAND PESOS (Php272,000.00) 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/quotation 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>GENDER SENSITIVITY TRAINING</u> Accommodation for (72) participants twin/triple sharing (8) Resource persons/Facilitators twin sharing</p> <p>Participants 31 twin/triple sharing rooms Check in Date: October 25, 2018 Check out Date: October 26, 2018</p> <p>Resource Speaker/Guest (4) Solo Deluxe Room (8) Resource Person twin/triple sharing Check in Date: October 25, 2018 Check out Date: October 26, 2018</p> <p>With complimentary breakfast</p>	
2	<p>Function Room: 80 PAX Inclusive Date: October 25- 26, 2018</p> <p>Classroom type and outdoor activity</p> <p>October 25, 2018 AM Snacks; Buffet Lunch; PM Snacks and Buffet Dinner</p> <p>October 26, 2018 AM Snacks; Buffet Lunch; PM Snacks</p> <p>Inclusions: Flowing Brewed Coffee /Tea/Candies/Nuts and Bottled Water during the training session</p> <p>NOTE: STRICTLY NO PORK</p>	
3	<p>Availability</p>	

4	Other inclusions for FREE: <ul style="list-style-type: none"> • At least 6 service waiters • Buffet set up with Plates; Utensils, Tissues, Cups • Chip/Nuts and Candies • Flower Arrangement • Physical Arrangement • Sound and System Audio • Minimum of 3 wireless microphones • White Screen • Projector • Wifi Access • Parking Lot • Notes and Pads 	
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: _____

**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