



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 48th Meeting of the Working Group on Technical Matters for the ASEAN Single Window (ASWTWG)* on July 16-19, 2019 in Manila. Our proposed budget for this event is Seven Hundred Thirty Thousand Five Hundred Pesos (Php730,500.00) 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/quotation using the standard format attached herein.

Thank you very much.

Very truly yours,

A handwritten signature in black ink, appearing to read "Francis T. Tolibas", is written over the typed name.

ATTY. FRANCIS T. TOLIBAS
Acting Chief, General Services 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 Specifications:

Item	Specification	Statement of Compliance
1	<p><u>48th Meeting of the Working Group on Technical Matters for the ASEAN Single Window</u></p> <p><u>MEETING VENUE</u> One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for four (4) days on July 16-19,2019 from 8:00AM to 5:00PM</p> <p>Location: Manila, Philippines Seating arrangement: Hollow-rectangular set-up for 50 pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Candies and bottled water; 4. Provides meeting resources like pens and notepads; 5. Basic sound system and thirteen (13) units conference/gooseneck microphones; 6. Five (5) TV Monitors (big screen); 7. 11 pieces of flagpoles; 8. Frame for the Backdrop; 9. High speed internet connection; 10. Free Wi-Fi access; and 11. Separate registration area; <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch, for a minimum of Fifty (50) pax on July 16 – 19, 2019; and 2. Provision of "no pork" or halal. 	
2	<p><u>WELCOME DINNER</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on 16 July 2019; 06:00PM-09:30PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p> <p><u>FOOD:</u></p> <p>Buffet Dinner for a minimum of Seventy (70) pax</p> <ol style="list-style-type: none"> 1. All food choices must be "no pork" or halal; 2. Proposed menus shall be submitted to the Bureau of Customs; and <p>actual menus shall be subject to the approval of the Bureau of Customs.</p>	

2	<p><u>ACCOMMODATION (Secretariat)</u></p> <ol style="list-style-type: none">1. Three (3) (double occupancy) for five (5) nights on July 15 – 20, 2019;2. With minimum basic hotel room facilities and free Wi-Fi Connection;3. Room package is inclusive of breakfast; and4. Check in date July 15 and check out date is on July 20.	
---	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name of Representative

Date: _____

PRICE QUOTATION FORM

Date _____

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item	Specification	Statement of Compliance
1	<p><u>48th Meeting of the Working Group on Technical Matters for the ASEAN Single Window</u></p> <p><u>MEETING VENUE</u> One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for four (4) days on July 16-19,2019 from 8:00AM to 5:00PM</p> <p>Location: Manila, Philippines Seating arrangement: Hollow-rectangular set-up for 50 pax</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Candies and bottled water; 4. Provides meeting resources like pens and notepads; 5. Basic sound system and thirteen (13) units conference/gooseneck microphones; 6. Five (5) TV Monitors (big screen); 7. 11 pieces of flagpoles; 8. Frame for the Backdrop; 9. High speed internet connection; 10. Free Wi-Fi access; and 11. Separate registration area; <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch, for a minimum of Fifty (50) pax on July 16 – 19, 2019; and 2. Provision of "no pork" or halal. 	
2	<p><u>WELCOME DINNER</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax on 16 July 2019; 06:00PM-09:00PM</p> <p>Seating arrangement: Round Table with simple floral arrangement</p>	

	<p><u>FOOD:</u></p> <p>Buffet Dinner for a minimum of Seventy (70) pax</p> <ol style="list-style-type: none"> 1. All food choices must be "no pork" or halal; 2. Proposed menus shall be submitted to the Bureau of Customs; and <p>actual menus shall be subject to the approval of the Bureau of Customs.</p>	
2	<p><u>ACCOMMODATION (Secretariat)</u></p> <ol style="list-style-type: none"> 1. Three (3) (double occupancy) for five (5) nights on July 15 – 19, 2019; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date July 15 and check out date is on July 20. 	

Warranty: ____ months from the date of delivery

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.
Very truly yours,

Name/ Signature of Representative

Name of Company

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)