



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 as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of "*Welcome Dinner for 23rd Meeting of the ASEAN Single Window Steering Committee*" on September 10, 2019 in Bataan. Our proposed budget for this event is One Hundred Seventy Five Thousand Pesos (Php175,000.00) 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,


RAQUEL G. DE JESUS
Acting Chief, General Services Division

Annex "A"

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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1LOT	<p><u>23rd Meeting of the ASEAN Single Window Steering Committee (ASWSC)</u></p> <p><u>1. Welcome Dinner (September 10, 2019)</u></p> <ol style="list-style-type: none">1. The service provider shall provide the venue for the welcome dinner with embellishment that can accommodate a minimum of Seventy (70) pax on September 10, 2016;2. Provide buffet dinner, preferably "halal cooked"/"no pork";3. One round of drinks (juice);4. Free flowing coffee or tea;5. Proposed time is at 6:30PM to 10:00PM;6. Use of function room/outdoor venue;7. Complimentary use of Entertainment System; and8. Actual menus shall be subject to the approval of the Bureau of Customs <p><u>2. Cultural/Technical Tour (Half-day)</u></p> <ol style="list-style-type: none">1. Date and Time: September 10, 2019 at 5:30PM to 6:30PM2. Cultural Show is provided;3. With a least one (1) professional tourist-guide for the Cultural/Heritage Tour;4. Package should include entrance fee and snacks; and5. Actual taxes and service charge are included.		

	<u>2. Other inclusions for FREE:</u> 1. Parking slots: 10 % of the total guaranteed number of attendees; and 2. Free WiFi connection in the Venue		
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1. Parking slots: 10 % of the total guaranteed number of attendees; and
2. Free WiFi connection in the Venue

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)

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>23rd Meeting of the ASEAN Single Window Steering Committee</p> <p><u>Welcome Dinner (September 10, 2019)</u></p> <ol style="list-style-type: none"> 1. The service provider shall provide the venue for the Welcome Dinner with embellishment that can accommodate a minimum of Seventy (70) pax on September 10, 2016; 2. Provide buffet dinner, preferably "halal cooked"/"no pork"; 3. One round of drinks (juice); 4. Free flowing coffee or tea; 5. Proposed time is at 6:30PM to 10:00PM; 6. Use of function room/outdoor venue; 7. Complimentary use of Entertainment System; and 8. Actual menus shall be subject to the approval of the Bureau of Customs. 	
2	<p><u>Cultural/Technical Tour (Half – day)</u></p> <ol style="list-style-type: none"> 1. Date and Time: September 10, 2019 at 5:30PM to 6:30PM 2. Cultural Show is provided; 3. With at least one (1) professional tourist-guide for the Cultural/Heritage Tour; 4. Package includes entrance fee and snacks; and 5. Actual taxes and service charge are included. 	
3	<p>Other Inclusions for FREE:</p> <ul style="list-style-type: none"> - Parking slots: 10% of the total guaranteed number of attendees; and - Free wi-fi connection in the venue. 	

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

Name of Company
Date: _____

Signature Over Printed Name of Representative