Bids and Awards Committee

REQUEST FOR QUOTATION

Sir/Madam:

We are considering your hotel as the venue for our seminar/workshop. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Workshop on Post Clearance Audit for the Bureau of Customs in partnership with Japan International Cooperation Agency (JICA)* scheduled on June 4,6 and 7, 2019 at 8:00 am to 5:00 pm in Manila. Our proposed budget for this event is Two Hundred Twenty One Thousand Four Hundred Pesos (Php221,400.00), 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,

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 Specification:

Item	Specification	Statement of Compliance
1	**"WORKSHOP ON POST CLEARANCE AUDIT FOR THE BUREAU OF CUSTOMS IN PARTNERSHIP WITH THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)"** **VENUE** Function Room for 50 pax **MEALS** **AM SNACKS, BUFFET LUNCH & PM SNACKS** June 4, 6 & 7, 2019 50 PAX Note: Strictly no pork please	
2	One (1) Function Room for Plenary sessions (50 pax) – workshop/ classroom type	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	Flowing coffee and water during the training session	
6	Availability	
7	Other Inclusions for free -minimum of 3 wireless microphones -projector -wide screen -internet access - flag pole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage	

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

_____   _____

Name of Company   **Signature over Printed Name of Representative**

Date: _____