



October 28, 2015

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), will lease a function room in Manila as the venue for the **Inter-Agency Consultation Workshop on Trade Regulatory Business Process**, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : Lease of Function Room for the **Inter-Agency Consultation Workshop on Trade Regulatory Business Process**

Date of event : November 11, 2015

Expected number of participants : One Hundred (100)

Location : Manila, Philippines

Approved Budget for the Contract : One Hundred Eighty Thousand Pesos (Php 180,000.00) inclusive of service charge and government taxes

Please submit your quotation on or before November 4, 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.

For inquiry, you may contact us at Telephone No. 527-4519 or you may email us at [bocbacsecretariat2014@gmail.com](mailto:bocbacsecretariat2014@gmail.com).

Very truly yours,

  
**DIMPNA O. LEJOS**  
*OIC, Deputy Commissioner, Internal Administration Group  
Chairperson, BOC-Bids and Awards Committee*

### 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><b><u>SEMINAR ROOM</u></b></p> <p>One (1) air-conditioned function room with a maximum capacity of One Hundred (100) pax for one (1) day on November 11, 2015, from 8:00AM to 5:00PM</p> <p>Location: Manila Area<br/>Seating arrangement: Classroom type<br/>Inclusions:</p> <ol style="list-style-type: none"> <li>1. Separate table and chair set-up for Secretariat including registration table;</li> <li>2. With audio and video system and at least ten (10) conference microphones;</li> <li>3. Wide screen and LCD projector;</li> <li>4. Notepads and pens for all participants;</li> <li>5. Candies and bottled water;</li> <li>6. Free flowing coffee and tea; and</li> <li>7. Free event backdrop, tarpaulin and simple floral arrangement.</li> </ol> |                         |
| 2    | <p><b><u>FOOD</u></b></p> <ol style="list-style-type: none"> <li>1. Provide meal package of AM Snack, Plated Lunch and PM Snack for a minimum of One Hundred (100) pax for one (1) day on November 11, 2015;</li> <li>2. Food must be ready at least ten (10) minutes before the schedule of food serving;</li> <li>3. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be conducted during the ocular inspection;</li> <li>4. Actual menus shall be subject to the approval of the Bureau of Customs; and</li> <li>5. The service provider shall provide a separate room/venue for the lunch.</li> </ol>   |                         |
| 6    | <p>Availability (November 11, 2015)</p>  |                         |
|      | <p>Other Inclusions for <b>FREE</b>:</p> <ul style="list-style-type: none"> <li>- Internet access to all delegates/participants</li> <li>- Provision of at least two (2) flag poles</li> <li>- Free parking slots</li> <li>- Extension cords</li> </ul>  |                         |

**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 _____<br>In words: _____                 |
|                     |  |
|                     |  |
|                     |  |
|                     |  |
|                     | P _____ (VAT Inclusive)<br>In words: _____ |
| Total Contract Cost | P _____ (VAT Inclusive)<br>In words: _____ |

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Date