



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 *WCO Sub-Regional Train-the-Trainers Workshop on Programme Global Shield (PGS)* scheduled on March 13-22, 2018 (*except March 17-18, 2018*) in Manila. Our Proposed budget for this event is ONE HUNDRED NINETY SIX THOUSAND TWO HUNDRED PESOS (PHP 196,200.00) 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,


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>WCO Sub-Regional Train-the-Trainers Workshop on Programme Global Shield (PGS)</u></p> <hr/> <p><u>WELCOME DINNER</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (40) pax.</p> <p>Seating arrangement: Round Table with simple floral arrangement and cocktail table</p> <p>Location: Roxas Boulevard, within the meeting venue</p> <p>Available on March 13, 2018 from 6:00PM to 10:00PM</p>	
2	<p><u>FOOD</u></p> <p>Buffet Dinner for a minimum of forty (40) pax on March 13, 2018.</p> <ol style="list-style-type: none"> 1. Provision for all food choices must be "no pork" ; 2. Proposed menus shall be submitted to the Bureau of Customs; and 3. Actual menus shall be subject to the approval of the Bureau of Customs. 	
3	<p><u>SECRETARIAT ROOM</u></p> <ol style="list-style-type: none"> 1. One (1) room preferably adjacent or near to the meeting venue; 2. With minimum basic hotel facilities and free Wi-Fi Connection; and 3. Exclusive use of the room on March 13 – 22, 2018 except March 17 & 18, 2018. 	
4	<p><u>ROOM ACCOMMODATION</u></p> <ol style="list-style-type: none"> 1. Two (2) double occupancy for nine (9) nights on March 12 – 23, 2018 except March 17 & 	

	18; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date March 12, 2018 and check out date is on March 23, 2018 except March 17&18, 2018.	
5	Mode of Payment Send Bill	

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

Name of Company
Representative

Signature Over Printed Name of

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 _____ 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