



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Manila 1099

Bids and Awards Committee

REQUEST FOR QUOTATION

Sir/Madam:

We are considering you place as the venue for our workshop. Venue, meals and accommodation of the participants shall be charged against BOC funds subject to budget, accounting and auditing rules and regulations. In this regard, please quote us your lowest price for the lease of venue for the conduct of the Technology Architecture Conference (TAC) on February 17-19, 2016 in Clark, Pampanga. The ABC for this project is One Hundred Twenty Eight Thousand Pesos (P250,000.00).

Please submit your quotation on or before February 12, 2016. Attached is the list of 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/quotation using the standard format attached herein, and the PhilGEPS Registration Certificate.

Thank you very much.

Very truly yours,


EXEQUIEL C. CEMPRON

Officer-In-Charge, Deputy Commissioner, IAG
BOC-BAC *CSL*

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	Function Room good for plenary sessions for 35-40 participants on the following dates (8:00 AM-5:00 PM) February 17-19, 2016	
2	Accommodation for 25 participants 15 twin sharing rooms (inclusive of breakfast) Check-in: February 17, 2016 Check-out: February 19, 2016	
3	Audio visual equipment	
4	Food (buffet) for 40 participants for the inclusive dates: February 17 & 18, 2016 - AM snacks, buffet lunch, PM snacks & Dinner February 19, 2016 - AM snacks, buffet lunch, PM snacks Flowing coffee/tea/juice during the planning session	
5	Availability of the function room and rooms for accommodation	
6	Other inclusions for <u>free</u> <ul style="list-style-type: none"> • Two-three microphones • Wide screen • Internet access • Projector • Use of electricity for laptop and projector • Pads and pencils • Candies • Extension cords 	

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

Name of Company

Signature over Printed Name of Representative

Date: _____