



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 *Lease of Venue for World Customs Organization (WCO) National Training on Programme Global Shield (PGS)* on December 4-7, 2018 in Manila. Our proposed budget for this event is TWO HUNDRED SEVENTY FIVE THOUSAND EIGHT HUNDRED PESOS (Php275,800.00) 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	<p>World Customs Organization (WCO)- National Training on Programme Global Shield (PGS)</p> <p>Accommodation for Resource Speakers and Facilitators 2 Rooms (Twin Sharing Bed) Check in date: December 4, 2018 Check out date: December 7, 2018</p> <p>Accommodation for (19) participants 10 twin sharing rooms Check in date: December 4, 2018 Check out date: December 7, 2018</p> <p>With complimentary breakfast</p>	
2	<p>Function Room 50 pax Inclusive date: December 4-7, 2018</p> <p>Classroom type</p> <p>AM Snacks; Buffet Lunch and PM Snacks and</p> <p>Notepads/Ballpen Flowing coffee/tea/candies/nuts and bottled water during the training session Note: Strictly no pork please</p>	
3	Availability	

4	<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - At least 6 service waiters - Buffet set up with Plates; Utensils, Tissues & Cups - Chip/Nuts and Candies - Flower Arrangement - Physical Arrangement - Sound System & Audio - minimum of 4 wireless microphones - White Screen - Projector - WIFI Access - Parking Lot - Notes and Pads - Podium - Flags 	
5	<p>Mode of Payment</p> <p>Send Bill</p>	

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

Name of Company

Signature Over Printed Name of Representative

Date: _____

**TECHNICAL SPECIFICATIONS
LEASE OF VENUE**

Passing Rate = _____

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II.	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)		
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and	(4)	
	g. Audio visual equipment	(4)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	

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