



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 as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Values Formation Workshop* on January 28 & 31, 2020 in Manila. Our proposed budget for this event is Three Hundred Thousand Pesos (Php300,000.00) 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,

  
**RAQUEL G. DE JESUS**  
Acting Chief, General Services Division

Annex "A"

### PRICE QUOTATION FORM

Date:

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1LOT	<p><b><u>Values Formation Workshop</u></b></p> <p><b><u>1. FOOD</u></b> 1. AM Snacks, Buffet Lunch, PM Snacks</p> <p>Inclusion for free: 1. Flowing coffee water and tea</p> <p>Note: <b>STRICTLY NO PORK PLEASE</b></p> <p>2. One (1) Function Room for plenary sessions (100 pax) – Arrangement: Classroom set-up with Registration Table and Secretariat Table</p> <p>3. Good Lights and Sound System</p> <p>4. Audio Visual Equipment</p> <p>5. Flowing coffee and water during the training session</p> <p>6. Availability</p> <p>7. Other inclusions for free: -minimum of 4 wireless microphones -projector -wide screen / led wall -internet access -flagpole -podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords -signage</p>		

	<p>-parking -whiteboard with markers -flip charts</p> <p><b>Mode of Payment:</b> Send Bill</p>		
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Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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

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

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)

## 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	<b>Event: Values Formation Workshop</b>  <b>Food for 100 pax x 2 days</b> <b>January 28 and January 31, 2020</b>  <b>Food</b> AM Snacks, Buffet Lunch, PM Snacks  Inclusions for free: <ul style="list-style-type: none"> <li>• Flowing Coffee, Water and Tea</li> </ul> Note: Strictly no pork please	
2	One (1) Function Room for Plenary sessions (100 pax) – Arrangement: Classroom Set-up with Registration Table and Secretariat Table	
4	Good Lights and Sound System	
5	Audio visual equipment	
6	Flowing coffee and water during the training session	
7	Availability	
8	Other Inclusions for free <ul style="list-style-type: none"> <li>-minimum of 4 wireless microphones</li> <li>-projector</li> <li>-wide screen / led wall</li> <li>-internet access</li> <li>- flagpole</li> <li>- podium</li> <li>-use of electricity for laptops and projector</li> <li>-pads and pencils</li> <li>-candies</li> <li>-extension cords</li> <li>- signage</li> <li>-parking</li> <li>-whiteboard with markers</li> <li>- flip charts</li> </ul>	

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

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

\_\_\_\_\_  
Signature over Printed Name of Representative

Date: \_\_\_\_\_