



October 26, 2016

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to Lease a venue for meeting with the Top 1000 Stakeholders, in accordance with the Revised Implementing Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: Lease of Venue for Meeting with the Top 1000 Stakeholders

Date of Event: November 4, 2016

Expected Number
Of Participants: One Thousand One Hundred (1100) pax

Location: Within Metro Manila

Approved Budget
For the Contract: One Thousand Pesos (Php1,000) per pax
One Million One Hundred Thousand Pesos (1,100,000.00)

Please submit your valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Statement of Compliance and Financial Proposal Submission Sheet on or before November 2, 2016. Attached are our minimum technical requirements (Statement of Compliance) 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 bids/quotations using the standard format attached herein.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ATTY. ERWIN MENDOZA
BOC-BAC Vice-Chairperson

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	Venue for 1,100 pax One (1) air-conditioned function room with a maximum capacity of (1,100) pax for November 4, 2016 from 2:00pm-6:00pm Seating Arrangement: Theater type Inclusions: <ol style="list-style-type: none"> 1. Presidential Table 2. Separate table and chair set-up for Secretariat including Registration Table; 3. With Audio and video system and at least eight (08) microphones and conference microphones on the presidential table; 4. Wide screen and LCD projector; 5. Notepads and pens for all 6. Candies and mints 7. Free flowing coffee, tea and water; 8. Digital signage and directional 	
2	FOOD <ol style="list-style-type: none"> 1. PM Snacks Flowing coffee and water during the session 2. Food must be ready at least ten (10) minutes before the set meal schedule 	
3	Availability (November 4, 2016)	
4	Parking	
5	Other Inclusions for FREE <ul style="list-style-type: none"> -Internet access to all participants -Provision of two (2) flagpoles -Free parking slots -Extension cords -Use of electricity for laptops and other necessary equipment 	

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 _____ 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