



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
Manila 1099

**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 a 5-day Training/Workshop on GAD Assessment and Planning for the Bureau of Customs scheduled on October 23-27, 2017 in Cebu City. Our proposed budget for this event is Seven Hundred Forty Two Thousand and Four Hundred Pesos (Php 742,400.00)

Please submit your quotation within seven (7) days. Attached is 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/quotations using the standard format attached herein.

Thank you very much.

Very truly yours,

  
**MS. GLADYS F. ROSALES, CSEE**  
OIC-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><b>Accommodation for fifty (56) persons</b></p> <p>October 22 – Php 2,600.00 x 10 rooms = Php26,000 Check in for speaker/secretariat/out-ports</p> <p>October 23 – Check in for rest of participants</p> <p>Php 2,600.00 x 28 rooms x 4 days= Php 291,200</p> <p>October 27 – Check out (all)</p>	
2	<p><b>Meals</b></p> <p>October 23 – 26 full board meals Php 1,250 x 4 days x 56 pax = Php 280,000.00</p> <p>October 27 – AM snack/Lunch Php 700 x 56 pax= Php 39,200.00</p> <p>Note: no pork please</p>	
3	<p>One (1) Function Room for Plenary sessions (50 pax) – workshop type</p>	
4	<p>Good Lights and Sound System</p>	
5	<p>Audio visual equipment</p>	
6	<p>Flowing coffee and water during the training session</p>	
7	<p>Availability</p>	
8	<p>Other Inclusions for free</p> <p>-minimum of 3 wireless microphones</p>	

<ul style="list-style-type: none"><li>-projector</li><li>-wide screen</li><li>-internet access</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></ul>	
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**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