



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

**Bids and Awards Committee**

## **REQUEST FOR QUOTATION**

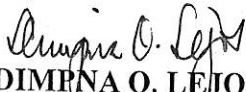
Sir/Madam:

We are considering your place/resort as the venue for our meeting. In this regard, please quote us your lowest price for the lease of venue for the conduct of the Collective Negotiations Agreement scheduled on October 23-25, 2015. The ABC for this project is P118, 000.00

Please submit your quotation on or before October 22, 2015. 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, and the PhilGEPS Registration Certificate.

Thank you very much.

Very truly yours,

  
**DIMPNA O. LEJOS**  
Officer-in-Charge, IAG  
#

### 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	Accommodation for sixty (18) participants 9 twin sharing rooms Inclusive of breakfast	
2	One (1) Function Room for the Meeting (18 pax) –	
3	Good Lights and Sound System	
5	Audio visual equipment  Two Wide Screen Two small tables for projectors	
6	Food (buffet) for the inclusive dates:  October 23 – AM snacks, Buffet Lunch, PM snacks, Dinner October 24 –AM snacks, Buffet Lunch, PM snacks, Dinner October 25—AM snacks, Buffet Lunch, PM snacks  Flowing coffee/juice during the meeting session	
7	Availability	
8	<b>Other Inclusions for <u>free</u></b>  - microphones -2 wide screen -internet access -projector -use of electricity for laptop and projector -pads and pencils -candies -extension cords -break-out rooms (2 small rooms)	

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

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

\_\_\_\_\_  
Signature Over Printed Name of Representative

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

*ee*

### 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

*ee*