



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 of Trainers for Gender and Development scheduled on February 22-26, 2016 in Cagayan de Oro. Our proposed budget for this event is Four Hundred Ninety Thousand Pesos (P 490,000.00)

Please submit your quotation within the next 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,

  
**EXEQUIEL C. CEMPRON**  
*Officer-in-Charge, BOC-BAC*

### 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 thirty three (33) participants/speakers (with complimentary breakfast) (5 Males 28 Females) - 15 twin rooms/1 triple sharing with complimentary breakfast for February 22-26 February 21-Early check-in for 24 participants/speakers February 22-Check in for the rest of the participants February 26-Check-out (all participants)	
2	One (1) Function Room for Plenary sessions with rectangular/circular tables- workshop type	
3	Good Lights and Sound System	
5	Audio visual equipment	
6	Food (buffet) for the inclusive dates:  February 22 -25 – AM snacks, Lunch, PM snacks, dinner February 26 – AM snacks, Lunch  Flowing coffee and water during the training session	
7	Availability	
8	Other Inclusions for free  -three microphones -wide screen -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords	

**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

**TECHNICAL SPECIFICATIONS**

## LEASE OF VENUE

Passing Rate = \_\_\_\_\_

	RATING FACTORS	WEIGHT (%)	RATING
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	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. Fire fighting equipment	(4)	
	f. Internet and Telecommunications	(	
	g. Audio visual equipment	(	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		<b>100</b>	

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	X (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	X (.1) =	
<b>III.</b>	<b>Neighborhood Data</b>	X (.05) =	
<b>IV.</b>	<b>Venue</b>	X (.35) =	
<b>FACTOR VALUE</b>			

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.