



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Customs District IX
Port of Surigao
Surigao City

May 2, 2018

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), District Port of Surigao, through its Bids and Awards Committee, will lease a VENUE including MEALS for the conduct of Gender Sensitivity Training on June 1-2, 2018. The details of the project are as follows:

Name of the Project : Lease of Venue including meals for the conduct
Gender Sensitivity Training

Date of Event : June 1-2, 2018 (Friday & Saturday)


Expected Number of Participants : 52 pax minimum

Location : Siargao Island, Surigao del Norte

Please submit your quotation on or before May 21, 2018. Attached are our minimum technical requirements for the lease of venue. Kindly fill-in the attached Statement of Compliance which shall be submitted by the Lessor including their bid/quotation.

For inquiry, you contact us at telefax no. (086) 826-8678 or 2327535 & mobile no. 09999929142.

Very truly yours,


CORAZON R. CARNICER
Chairman, BAC

TECHNICAL SPECIFICATIONS

Note: Bidders must check (v) either in the column "Comply" or Not Comply" against each of the individual parameters of each specification.

Item	Specification	Comply	Not Comply
1	One (1) Function Room for Plenary sessions for 52 (pax) with rectangular tables on June 1-2, 2018 Room accommodation for 52 (pax): Check-in - June 1, 2018 Check-out – June 3, 2018		
2	Fully Air conditioned, adequate lighting and sound system with microphones		
3	Audio Visual Equipment		
4	Food (buffet) with free-flowing coffee and water for the inclusive dates: June 1, 2018 - Breakfast, AM/PM Snacks, lunch (buffet) and dinner (buffet) - 52 pax June 2, 2018 - Breakfast, AM/PM Snacks, lunch (buffet) and dinner (buffet) - 52 pax June 3, 2018 - Breakfast Meals shall include: Rice, beef, chicken, fish, vegetable, dessert & soft drinks Food Preference: Please consider participants who are non-pork eaters.		
5	Four (4) units service vehicle: June 1, 2018 - Dapa Port to venue June 3, 2018 - Venue to Dapa Port		
6	Other Inclusions for free: Welcome Drinks Internet Access Extension cords / wires Three Microphones Set Up of Function Room White boards with markers and eraser		

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

Name of the Company

Signature over Printed Name
of Representative

Date: _____

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for Lease of Venue including meals for 52 pax for the conduct of Gender Sensitivity Seminar on June 1-2, 2018.

Total Contract Cost:

Total Amount in Words: _____

(Php. _____)

Very truly yours,

Name of Company

Name/Signature of Representative