



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

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 *Lease of Venue for Legal Summit and Finalization of Rules of Procedure on Seizure and Forfeiture Cases Food* scheduled on March 1-2, 2018 in Mactan Cebu. Our Proposed budget for this event is TWO HUNDRED NINETEEN THOUSAND PESOS (PHP 219,000.00) inclusive of tax.

Please submit your quotation within the next three (3) days. Attached is our minimum technical requirement 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,

GFR
GLADYS F. ROSALES, MPA, CESE
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 Specifications:

Item	Specification	Statement of Compliance
1	<p>Lease of Venue for Legal Summit and Finalization of Rules of Procedure on Seizure and Forfeiture Cases Food</p> <p>Venue: Mactan Cebu</p> <p>Inclusive date: March 01-02, 2018</p> <ul style="list-style-type: none"> • Check in date: February 28, 2018 • Check out date: March 2, 2018 <p>30 pax for</p> <p>Hotel Function Room (Inclusive Full Board Meal)</p> <p>PhP42,000.00 X 2 per day</p> <p>Flowing coffee/tea/water and candies during the training session</p>	
2	<p>15 Rooms (Twin sharing) x 2 nights with Breakfast</p> <p>PhP4,500.00 per room per day</p>	
3	<p>Availability</p>	
	<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - At least 4 service waiters - Buffet set up with Plates; Utensils & Cups - Classroom set up - Audio - At least 4 microphones - Note pads - Ballpens - At least 3 Extension Cords - Projector with white screen - Podium 	

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

**Name of Company
Representative**

Signature over Printed Name of

Date: _____

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 lot	<p>Lease of Venue for Legal Summit and Finalization of Rules of Procedure on Seizure and Forfeiture Cases Food</p> <p>Venue: Mactan Cebu</p> <p>Inclusive date: March 01-02, 2018</p> <ul style="list-style-type: none"> • Check in date: February 28, 2018 • Check out date: March 2, 2018 <p>30 pax for</p> <p>Hotel Function Room (Inclusive Full Board Meal)</p> <p>PhP42,000.00 X 2 per day</p> <p>Flowing coffee/tea/water and candies during the training session</p>		
	<p>15 Rooms (Twin sharing) x 2 nights with Breakfast</p> <p>PhP4,500.00 per room per day</p>		
	Availability		
	<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - At least 4 service waiters - Buffet set up with Plates; Utensils & Cups - Classroom set up - Audio - At least 4 microphones - Note pads - Ballpens 		

	<ul style="list-style-type: none"> - At least 3 Extension Cords - Projector with white screen - Podium 		
	Mode of Payment Send Bill		

Warranty: _____ months from the date of delivery

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)