



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

July 3, 2015

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Bureau of Customs-Bids and Awards Committee (BOC-BAC), will lease a function room as the venue for the Collector's Conference, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : Lease of Venue for Conference

Date of Event : July 16-18, 2015

Expected number of participants: 35 pax

Location : Clark Field, Pampanga

Approved Budget for the Contract: P171,000, inclusive of taxes and all costs

Please submit your quotation on or before July 8, 2015. Attached are 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/quotation using the standard format attached herein.

For inquiry, you may contact us at telefax no. 527-9757/527-4518 or you may email us at bocbacsecretariat2014@gmail.com

Very truly yours,

DIMPNA O .LEJOS
OIC-Deputy Commissioner
Internal Administration Office

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 | One (1) Function Room for Thirty (30) participants; rectangular table | |
| 2 | Adequate lighting and sound system with microphones | |
| 3 | Projector with screen | |
| 4 | Food with free flowing coffee and juice for the inclusive dates: July 16 - PM snacks, Dinner (buffet) Accommodation with breakfast July 17 – AM / PM Snacks; Lunch and Dinner (buffet) Accommodation with breakfast for 10 pax only till July 18) (2 nights) | |
| 5 | Availability (July 16-18, 2015) | |
| 6 | Other Inclusions for free: Internet access Parking slots Pads and Pencils Extension cords Microphone Candies | |

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

Name of the Company
Date:_____

Signature Over Printed Name of Representatives

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 Lease of Venue for the BOC Conference:

Total Contract Cost:

Total amount in words: _____

(Php. _____)

Very truly yours,

Name of Company

Name/Signature of Representative

Date