September 7, 2016

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to lease of venue (including room accommodation, function room and food) for the conduct of 2016 WCO Picard Conference, in accordance with the Revised Implementing Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project:

Lease of venue for the conduct of 2016 WCO Picard Conference

Date of Event:

September 27-29 2016

Expected Number

Of Participants:

Two Hundred (250) pax

Location:

Metro Manila (proximity area near airport)

Approved Budget

For the Contract:

Two Million Six Hundred Seventy Five Thousand Pesos

(Php 2, 675,000.00)- inclusive of all applicable taxes and

charges

Please submit your valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Statement of Compliance and Financial Proposal Submission Sheet on or before September 14, 2016. Attached are our minimum technical requirements (Statement of Compliance) 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 bids/quotations using the standard format attached herein.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretaria@customs.gov.ph.

Very truly yours,

ATTY. ARTURO M. LACHICA, CESO II

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 Specification:

Item	Specification	Statement of Compliance
1	1. The service provider shall provide the venue for the Welcome Dinner with embellishment that can accommodate Two Hundred Fifty (250) pax on September 28,2016 preferably at the same venue of the 2016 WCO PICARD Conference 2. Dinner buffet must be halal cooked 3. One round of drinks (juice/wine) 4. Free flowing coffee or tea 5. Proposed time is at 6:00PM to 11:00PM 6. Complimentary use of Audio and Visual System with Microphones 7. Complimentary use of Entertainment System 8. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be conducted during the ocular inspection 9. Actual menus shall be subject to the approval of the Bureau of Customs; and 10. The service provider shall provide two (2) emcees and cultural entertainers Other Inclusion for FREE: -Parking slots: 10% of the total guaranteed number of attendees; and -Free Wi-Fi connection in the venue	
2	1. Provide meal package of AM and PM Snacks, Buffet Lunch for Two Hundred Fifty (250) pax on September 27-29, 2016 2. Buffet lunch must be Halal cooked 3. Food must be ready at least ten (10) minutes before the schedule of food serving 4. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be conducted during the ocular inspection 5. Actual menus shall be subject to the approval of the Bureau of Customs; and 6. The Service provider shall provide a separate room/venue for the lunch 7. Extension cords	

3 **ACCOMMODATION (For Secretariat)** 1. One (1) room (double occupancy) for four (4) days on September 26-29, 2016) 2. With minimum basic hotel room facilities and free Wi-Fi Connection 3. Room package is inclusive of breakfast 4. Check in date September 26, 2016 and check out date is on September 29, 2016 Other Inclusions for FREE: - Parking slots: 10% of the total guaranteed number of attendees 5 **MEETING VENUE** One (1) air-conditioned function room with a capacity of Two hundred Fifty (250) pax for three (3) days on September 27-29, 2016 from 8:00AM to 5:00PM Location: Manila Area preferably along Roxas Blvd. near the Bureau of Customs Seating Arrangement: Classroom set-up for two hundred fifty (250) pax Inclusions: 2. Provision of one (1) separate room for break-out sessions adjacent to the meeting room. 3. Provision for three (3) Units TV Monitor with wide screen and projector 4. Provision of area for the medical team 5. Provision of bigger space/area for the registration team 6. Provision of area where exhibitions/sponsors may put up a both 7. Prayer area 8. With audio and video system 9. Ten (10) units conference microphone, fifteen (15) units of wireless microphone and fifteen (15) units microphone with stand 10. Notepads and pens for all participants 11. 4 pieces of flagpoles 12. Candies and bottled water 13. Free flowing coffee and tea 14. High speed internet access; and 15. Free Wi-Fi access

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 according Quotation, hereunder is our quotation	epted the terms and conditions in your Request fo for
	PIn 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	