



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
Manila 1099

**Bids and Awards Committee**

**REQUEST FOR QUOTATION**

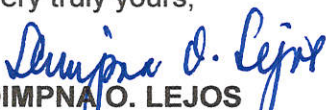
Sir/Madam:

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 2-day Seminar on Anti-Sexual Harassment and Violence Against Women and Children (VAWC) for the Bureau of Customs scheduled on December 3-4, 2015 in Cebu City, Cebu. Our proposed budget for this event is One Hundred Twenty Eight Thousand Five Hundred (Php 128,500.00)

Please submit your quotation on or before December 1, 2015. 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,

  
**DIMPNA O. LEJOS**  
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 eighteen (18) persons (8 Males 10 Females)  December 2 (pm) – Check in for 2 facilitators from Manila December 3 – Check in for participants from other ports and subports December 4 – Check out (all)	
2	One (1) Function Room for Plenary sessions (40 pax) – with rectangular tables – workshop type	
3	Good Lights and Sound System	
4	Meals For 40 pax	
5	Audio visual equipment	
6	Flowing coffee and water during the training session	
7	Availability	
8	Other Inclusions for free  -three microphones -projector -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: \_\_\_\_\_

*ll*

## 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