



October 9, 2015

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Internal Administration Group (IAG), intends to **lease a venue (including meeting room, welcome dinner, city tour and accommodation of secretariat)** for the **9th Brunei Darussalam, Indonesia, Malaysia and Philippines East ASEAN Growth Area Heads of Customs (BIMP-EAGA HOC) Meeting**, 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 the 9th BIMP – EAGA HOC Meeting
Date of event : November 26 - 27, 2015
Expected number of participants : Twenty Five (25) pax
Location : Manila, Philippines
Approved Budget for the Contract : Two Hundred Thousand Pesos (Php 200,000.00) inclusive of service charge and government taxes

Please submit your quotation on or before October 19, 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/quotations using the standard format attached herein.

For inquiry, you may contact us at Telephone No. 527-4519 or you may email us at bocbacsecretariat2014@gmail.com.

Very truly yours,

Dir. DIMPNA O. LEJOS
Officer-in-Charge, Internal Administration Group
Chairperson, BOC-Bids and Awards Committee

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	<p><u>SEMINAR ROOM</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Twenty Five (25) pax for one (1) day on November 26, 2015, from 8:00AM to 5:00PM</p> <p>Location: Manila Area Seating arrangement: U-shaped type for fifteen (15) pax Inclusions:</p> <ol style="list-style-type: none"> 1. Separate table and chair set-up for Secretariat including registration table; 2. With audio and video system and at least ten (10) conference microphones; 3. Wide screen and LCD projector; 4. Notepads and pens for all participants; 5. Candies and bottled water; 6. Free flowing coffee and tea; and 7. Free event backdrop, tarpaulin and simple floral arrangement. 	
2	<p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM Snack, Buffet Lunch and PM Snack for a minimum of Twenty Five (25) pax on November 26, 2015; 2. All food choices must be "halal"; 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. 	
3	<p><u>WELCOME DINNER</u></p> <ol style="list-style-type: none"> 1. Provide a buffet dinner for a minimum of Twenty Five (25) pax on November 26, 2015; 2. Proposed time is at 7:00PM; 3. All food choices must be "halal"; 4. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be 	

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	<p>conducted during the ocular inspection;</p> <p>5. Actual menus shall be subject to the approval of the Bureau of Customs; and</p> <p>6. The service provider shall provide the venue for the Welcome Dinner.</p>	
4	<p><u>CITY TOUR (Half-Day)</u></p> <p>1. Date and Time: November 27, 2015; 9:00 AM to 12:00 PM (3 hours)</p> <p>2. Location: Famous historical sites, including but not limited to Manila Cathedral, San Agustin Church, Fort Santiago, Luneta Park/Rizal Monument and National Museum;</p> <p>3. Preferred Transportation: Air-conditioned jeepney.</p> <p>4. Service provider shall pick-up and drop-off the participants at the meeting venue on the schedule to be agreed upon by the service provider and the Bureau of Customs;</p> <p>5. With at least one (1) professional tourist guide per city tour vehicle; and</p> <p>6. Package includes entrance fee. Minimum number of participants is Twenty five (25) pax.</p>	
6	<p><u>ACCOMMODATION (For Secretariat)</u></p> <p>1. One (1) room (double occupancy) for two (2) nights on November 25 and 26, 2015;</p> <p>2. With minimum basic hotel room facilities and free WiFi connection;</p> <p>3. Room package is inclusive of breakfast.</p>	
7	<p>Other Inclusions for FREE:</p> <ul style="list-style-type: none"> - Internet access to all delegates/participants - Provision of at least five (5) flag poles - Free parking slots - Extension cords 	

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

Name of Company
Date: _____

Signature Over Printed Name of Representative

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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

