



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 as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Launching of the 10-Point Priority Program for 2020* on February 4, 2020 in Manila. Our proposed budget for this event is One Hundred Ninety-Five Thousand Pesos (Php195,000.00) 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,


RAQUEL G. DE JESUS
Acting Chief, General Services Division

Annex "A"

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
1LOT	<p><u>Launching of the 10-Point Priority Program for 2020</u></p> <ol style="list-style-type: none">1. Function Room from 8:00AM – 11:00AM2. AM Snacks/Canape Buffet with assorted drinks3. Parking slots4. LCD Projector with Wide Screen5. Sound system with 5 microphones6. Stage and Podium7. Flagpole (Philippine Flag)8. Round Tables9. Flowing coffee and water10. Registration Tables11. Signage12. Notepads and Pencils13. Panel/s for the backdrop14. Good for 150 pax15. Mode of Payment: Send Bill		

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)