



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 Bureau of Customs Cascading Session* on September 4-6, 2019 in Clark Pampanga. Our proposed budget for this event is Four Hundred Ninety Thousand Pesos (PhP490,000.00) 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

## 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><b>Event: Bureau of Customs Cascading Session</b>  <b>Venue: Clark, Pampanga</b></p> <p><b>FOOD AND ACCOMMODATION FOR 70 pax</b>  <b>September 5-6, 2019</b></p> <p><b>Food</b>                      Day 1 – AM Snacks Buffet Lunch, PM Snacks and Buffet Dinner                      Day 2 – AM Snacks Buffet Lunch, PM Snacks and Buffet Dinner</p> <p>Inclusions for free:</p> <ul style="list-style-type: none"> <li>• Flowing Coffee</li> <li>• Bottomless Drinks</li> </ul> <p>Note: Strictly no pork please</p>	
2	<p><b>Accommodation</b>                      September 4-6, 2019 – 2 Rooms (Twin Sharing)                      September 5-6, 2019 - 28 Rooms (Twin Sharing)                      September 5-6, 2019 - 10 Rooms (Single)</p> <p>Inclusions for free:</p> <ul style="list-style-type: none"> <li>• Breakfast</li> </ul>	
3	<p>One (1) Function Room for Plenary sessions (70 pax) –                      Arrangement:                      Day 1 Workshop type                      Day 2 Plenary type</p>	
4	Good Lights and Sound System	
5	Audio visual equipment	
6	Flowing coffee/Tea and water during the training session	
7	Availability	
8	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> <li>-minimum of 6 wireless microphones</li> <li>-projector</li> <li>-wide screen / led wall</li> <li>-internet access</li> <li>- 2 flagpole</li> <li>- podium</li> <li>-use of electricity for laptops and projector</li> <li>-pads and pencils</li> <li>-candies</li> <li>-extension cords</li> <li>- signage</li> <li>-parking slots</li> <li>-whiteboard with markers</li> <li>- flip charts with markers</li> </ul>	
9	Send bill	

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

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature over Printed Name of**