



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 workshop. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Workshop on the Development of the 6-Year BOC GAD Agenda* on August 5-9, 2019 from 8:00am to 7:00pm in Manila. Our proposed budget for this event is THREE HUNDRED TWENTY SIX THOUSAND NINE HUNDRED FIFTY PESOS (Php326,950.00) 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,

A handwritten signature in black ink, appearing to read "Raquel G. De Jesus".

**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>Title: Workshop on the Development of the 6-Year BOC-GAD Agenda</b></p> <p><b>Date:</b> August 5-9, 2019 from 8:00 AM to 7:00 PM</p> <p><b>Accommodation:</b></p> <p>11 Twin Sharing Rooms</p> <p><b>Function Type:</b> Classroom/Workshop Type No. of pax 37</p> <p>August 5, 2019 - Day 1 AM Snacks/Buffer Lunch/PM Snacks August 6, 2019 - Day 1 AM Snacks/Buffer Lunch/PM Snacks August 7, 2019 - Day 1 AM Snacks/Buffer Lunch/PM Snacks August 8, 2019 - Day 1 AM Snacks/Buffer Lunch/PM Snacks August 9, 2019 - Day 2 AM Snacks/Buffer Lunch/PM Snacks</p> <p>Note: Strictly no pork please</p>	
2	White Screen/LED Wall	
3	Lights and Sound System	
4	Audio visual equipment	
5	Classroom set up and Workshop set up	
6	White board and markers	
7	Stage set-up with	
8	Flowing water, tea and coffee during the training session	
9	Physical Arrangement	
10	Availability	
11	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> <li>-minimum of 3 wireless microphones</li> <li>-minimum of 2-3 waiters</li> <li>-microphone stand min. of 2</li> <li>- podium</li> <li>-projector</li> <li>-internet access</li> <li>-flagpole minimum of 2</li> <li>-extension cords</li> <li>-use of electricity for laptops and projector</li> <li>-pads and pencils</li> <li>-candies</li> <li>-Parking lots</li> <li>-signage</li> <li>-none corkage</li> </ul>	

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

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

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