



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 *Launching of the Authorized Economic Operator (AEO)* on November 12, 2019 in Manila. Our proposed budget for this event is Two Hundred Forty Thousand Pesos (Php 240, 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	Event: Launching of the Authorized Economic Operator (AEO) Date: November 12, 2019, Tuesday, 2:00PM – 7:00PM at a hotel in Manila Function Type: Banquet Style No. of pax: 200 attendees Meals: PM snacks (Canopy Buffet) Note: Strictly no pork please		
	2 White Screen/LED Wall		
	Lights and Sound System		
	Audio visual equipment		
	Banqueting set-up		
	White board and markers		
	Stage set-up with		
	Flowing water and coffee/tea/juice during the training session		
	Backdrop		
	Tarpaulin		
	Physical Arrangement		
	Availability		
	Other Inclusions for free - minimum of 8 wireless microphones - minimum of 10 waiters - microphone stand min. of 10 - projector - internet access - flagpole minimum of 2 - podium - use of electricity for laptops and projector		

	<ul style="list-style-type: none"> - pads and pencils - candies - extension cords - signage - parking lots - Flipcharts with markers - Registration Area - none corkage 		
	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)