



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 *Refresher Course for Assessment* on November 25 – December 20, 2019 in Manila. Our proposed budget for this event is Nine Hundred Sixty – Six Thousand Pesos (Php 966, 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:

Item	Specification	Unit Price	Total Price
1	Meals (AM/PM Snacks & Lunch for 55 pax) AM Snacks, Lunch, PM snacks <i>November 25 to 29, 2019</i> <ul style="list-style-type: none">• 55 pax• 5 days <i>December 9 to 13, 2019</i> <ul style="list-style-type: none">• 55 pax• 5 days <i>December 16 to 20, 2019</i> <ul style="list-style-type: none">• 55 pax• 5 days		
2	One (1) Function Room for Plenary sessions (50 pax) – workshop/ classroom type		
3	One (1) Twin Sharing Room for 8 days		
4	Good Lights and Sound System		
5	Audio visual equipment		
6	Flowing coffee, tea and water during the training session		
7	Availability		
8	Other Inclusions for free <ul style="list-style-type: none">-minimum of 3 wireless microphones-projector-wide screen-internet access- flagpole- podium-use of electricity for laptops and projector-pads and pencils-candies		

	-extension cords - signage / tarpaulin		
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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)

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	Meals (AM/PM Snacks & Lunch for 55 pax) AM Snacks, Lunch, PM snacks <i>November 25 to 29, 2019</i> <ul style="list-style-type: none"> • 55 pax • 5 days <i>December 9 to 13, 2019</i> <ul style="list-style-type: none"> • 55 pax • 5 days <i>December 16 to 20, 2019</i> <ul style="list-style-type: none"> • 55 pax • 5 days 	
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8	Other Inclusions for free -minimum of 3 wireless microphones -projector -wide screen -internet access - flagpole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage / tarpaulin	

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

Name of Company

Signature over Printed Name of Representative

Date: _____