



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/resort as the venue for our seminar. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Writeshop of the Rewards and Attrition Working Group (RAWG)* on July 17-19, 2019 at 8:00AM to 5:00PM in Bataan. Our proposed budget for this event is THREE HUNDRED SEVENTY EIGHT THOUSAND PESOS (Php378,000.00) 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,

A handwritten signature in blue ink, appearing to be "Francis T. Tolibas".

**ATTY. FRANCIS T. TOLIBAS**  
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>Writeshop of the Rewards and Attrition Working Group (RAWG)</b></p> <p><b>FOOD AND ACCOMMODATION FOR 45pax</b></p> <p><b>July 17-19, 2019 – 45 pax</b></p> <p><b>Food</b>                      Day 1 – Lunch, PM Snacks and Dinner                      Day 2 – Breakfast, Lunch, PM Snacks &amp; Dinner                      Day 3 – Breakfast and Lunch</p> <p><b>Accommodation – 45 pax</b>                      4 triple sharing rooms, 2 Quadruple &amp; 2 Quintuplets</p> <p>Note: Strictly no pork please</p>	
2	One (1) Function Room for Plenary sessions (45 pax) – workshop/ classroom type	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	Flowing coffee and water during the training session	
6	Availability	
7	Other Inclusions for free -minimum of 3 wireless microphones -projector -wide screen -internet access - flag pole - podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords - signage	

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

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

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

**Date:** \_\_\_\_\_