



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 23rd Meeting of the ASEAN Single Window Steering Committee (ASWSC)* on September 10-12, 2019 8:00AM to 5:00PM in Clark Pampanga. Our proposed budget for this event is Six Hundred Sixty Three Thousand Five Hundred Pesos (Php663,500.00) 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	<p><u>23rd Meeting of the ASEAN Single Window Steering Committee (ASWSC)</u></p> <p>1. Meeting Venue One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax for three (3) days from 8:00AM to 5:00PM from 10-12 September 2019</p> <p>Location: Clark, Pampanga Seating arrangement: U-shape set up</p> <p>Inclusions:</p> <ol style="list-style-type: none">1. State of the art meeting space in distinguished executive settings;2. Free flowing coffee/tea;3. Candies and water;4. Provides meeting resources like pens and notepads;5. Projector and projectors screen;6. Basic sound system and thirteen (13) units conference microphones;7. Five (5) TV Monitors (big screen);8. Frame for the Backdrop;9. High speed internet connection;10. Free wifi access; and11. Separate registration area.		

	<p style="text-align: center;"><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch, for a minimum of Seventy (70) pax 2. Provision of "NO PORK" or halal. <p style="text-align: center;"><u>2. Accommodation</u></p> <ol style="list-style-type: none"> 1. Two (2) rooms (single/double occupancy) for 5 nights on September 9-14, 2019; 2. Five (5) rooms (triple sharing) for 4 nights on September 9-13, 2019; 3. With minimum basic hotel room facilities and free Wi-Fi Connection; and 4. Room package is inclusive of breakfast 		
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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 Specifications:

Item	Specification	Statement of Compliance
1	<p><u>23rd Meeting of the ASEAN Single Window Steering Committee (ASWSC)</u></p> <p><u>MEETING VENUE</u> One (1) air-conditioned function room with a minimum capacity of Seventy (70) pax for three (3) days from 8:00AM to 5:00PM from 10-12 September 2019</p> <p>Location: Clark, Pampanga Seating arrangement: U-Shape set-up</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Candies and water; 4. Provides meeting resources like pens and notepads; 5. Projector and projector screen 6. Basic sound system and thirteen (13) units conference microphones; 7. Five (5) TV Monitors (big screen); 8. Frame for the Backdrop; 9. High speed internet connection; 10. Free Wi-Fi access; and 11. Separate registration area; <p><u>FOOD</u></p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch, for a minimum of Seventy (70) pax 2. Provision of "no pork" or halal. 	
2	<p><u>ACCOMMODATION</u></p> <ol style="list-style-type: none"> 1. Two(2) rooms (single/double occupancy) for 5 nights on September 9-14, 2019; 2. Five(5) rooms (triple sharing) for 4 nights on September 9-13, 2019; 3. With minimum basic hotel room facilities and free Wi-Fi Connection; and 4. Room package is inclusive of breakfast 	