



**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 Strategic Planning for BOC Customer Relations** on December 16 – 17, 2021, in Manila. Our proposed budget for this event is **Two Hundred Fifty-Two Thousand Five Hundred Pesos (PHP252,500.00)** inclusive of tax.

In view thereof, please submit your *original/certified* true copy of the following: valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, 2020 Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed within the next three (3) days.

In addition, 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,

**ISAGANI D. GALSIM**  
Chief Administrative Officer  
General Services Division



Annex "A"

**PRICE QUOTATION FORM**

Date

The Bids and Awards Committee  
 Bureau of Customs  
 Port Area, Manila

**Project Name: Lease of Venue for Strategic Planning for BOC Customer Relations**

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.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Lot	<b>STRATEGIC PLANNING FOR BOC CUSTOMER RELATIONS</b>  <b>Meals</b> <i>December 16, 2021 – AM Snacks, Lunch, PM Snacks &amp; Dinner</i> <ul style="list-style-type: none"> <li>• 45 pax</li> </ul> <i>December 17, 2021 – AM Snacks, Lunch &amp; PM Snacks</i> <ul style="list-style-type: none"> <li>• 45 pax</li> </ul> <b>Note:</b> With stationed two (2) waiters during the entire session to assist		
		<b>ROOMS for facilitators, participants &amp; speakers</b> (Twin/ Triple subject to availability) - <b>10 Rooms x 1 night</b>		
		One (1) Function Room for Plenary sessions (50 pax) – workshop/ classroom type with Physical distancing		
		Good Lights and Sound System		
		Audio visual equipment		
		Flowing coffee, tea and water during the training session		
		Availability		



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	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		
	Send bill		
<b>Grand Total:</b>			

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	<p><b>STRATEGIC PLANNING FOR BOC CUSTOMER RELATIONS</b></p> <p><b>Meals</b>  <i>December 14, 2021 – AM Snacks, Lunch, PM Snacks &amp; Dinner</i></p> <ul style="list-style-type: none"> <li>• 45 pax</li> </ul> <p><i>December 15, 2021 – AM Snacks, Lunch &amp; PM Snacks</i></p> <ul style="list-style-type: none"> <li>• 45 pax</li> </ul> <p><b>Note:</b>                      With stationed two (2) waiters during the entire session to assist</p>	
2	<b>ROOMS for facilitators, participants &amp; speakers</b> (Twin/ Triple subject to availability) - <b>10 Rooms x 1 night</b>	
2	One (1) Function Room for Plenary sessions (50 pax) – workshop/ classroom type with Physical distancing	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	Flowing coffee, tea and water during the training session	
6	Availability	
7	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	
8	Send bill	

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

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

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

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