

Instructions:

- (1) Accomplish this form correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project : Lease of Venue, including meals and accommodations for the Foreign Service Training to be conducted in Makati area on: November 20-26, 2017; December 4-10, 2017; January 8-14, 2018; January 22-28, 2018 & February 5-11, 2018

Approved Budget for the Contract : TOTAL Php 3,240,000.00

Technical Specifications:

Item Description	Compliance		Remarks
I. Availability of venue to be confirmed upon submission of quotation	Yes	No	
November 20-26, 2017			
December 4-10, 2017			
January 8-14, 2018			
January 22-28, 2018			
February 5-11, 2018			
II. Location	Yes	No	
Makati area, within 800 meter radius from DOT Main Office*			
III. Neighborhood Data	Yes	No	
a. Proper waste management system such as regular garbage collection and with sanitary permit from appropriate authority			
b. Proximity to Police and Fire Stations			
c. Proximity to Banks, Postal and Telecommunications Provider			
IV. Venue	Yes	No	
a. Sound structural condition*			
b. Functionality of Function Room			
As may be required:			
a. Round table setup for 30-35 participants (minimum 5 tables) *			
b. Classroom style setup for 30-35 participants*			
Amenities*			
1. Secretariat's table			
2. LCD Projector and screen			

<ul style="list-style-type: none"> 3. Podium 4. Basic sound system with at least 2 microphones 5. Pads and pencils 6. Whiteboard and/or flipchart, and markers 7. Free and steady wi-fi connection for Secretariat 8. Function signage 			
<ul style="list-style-type: none"> 4. Catering Services <ul style="list-style-type: none"> a. must be provided inside the function room or outside but near the function room* b. AM and PM Snacks and Buffet Lunch on all training days for 35 pax* c. free flowing coffee and tea d. water station e. refillable drinks during meals 			
<ul style="list-style-type: none"> Room Arrangement* 1. Nov. 19-27, 2017 (6 Twin, 2 single rooms) 2. Dec. 3-11, 2017 (4 Twin, 1 single) 3. January 7-15, 2018 (4 twin, 2 single) 4. January 21-29, 2018 (5 twin, 2 single) 5. February 4-12, 2018 (9 twin) 6. complimentary secretariat twin room 			
<ul style="list-style-type: none"> Facilities* a. Continuous water supply & accessible comfort room b. Compliance with the standards provided by the Building Code of the Philippines c. At least Two operational elevators (24/7) d. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler e. Available telephone and/or internet connection within the premises of the building f. Audible /operational sound system 			
<ul style="list-style-type: none"> Other Requirement* a. 24/7 security service 			