



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for **Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Zamboanga Traders and Stakeholders**, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: **Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Zamboanga Traders and Stakeholders**

Location: **Zamboanga City**

Approved Budget for the Contract: **One Hundred Three Thousand Four Hundred Pesos(Php103,400.00), inclusive of tax**

Specifications :

QTY	UNIT	DESCRIPTION
1	lot	<p><b>ACCOMMODATION</b></p> <p>February 23, 2017 - 4 rooms February 24, 2017 – 3 rooms</p> <p><b>LOCATION:</b> Zamboanga City</p> <p><b>SEMINAR ROOM</b> One (1) Function Room for Plenary sessions (160 pax)- with circular or rectangular tables</p> <p><b>SEATING ARRANGEMENT:</b> Workshop Type</p> <p><b>INCLUSIONS:</b></p> <ol style="list-style-type: none"><li>1. With Audio and video system and at least three (3) to four (4) microphones</li><li>2. Two (2) wide screen and LCD Projector</li><li>3. Good Lights and Sound system</li><li>4. Notepads and pens for all participants;</li><li>5. Candies and mints</li></ol> <p><b>FOOD:</b></p> <ol style="list-style-type: none"><li>1. Buffet setup for 160 pax</li><li>2. February 24 - AM snacks, Lunch and PM snacks</li><li>3. <b>STRICTLY NO PORK</b></li></ol> <p><b>AVAILABILITY:</b></p> <ol style="list-style-type: none"><li>1. Wifi or Internet Access</li><li>2. Use of electricity for laptops and projector</li></ol>

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|--|--|--|--|
|  |  | <ol style="list-style-type: none"><li>3. Five (5) extension cords</li><li>4. Splitter for 2 projectors</li></ol> |  |
|--|--|--|--|

**OTHER INCLUSIONS FOR FREE:**

1. Free flowing coffee, tea and water during the training session
2. Free parking slots

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before February 20, 2017, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

**JOSEPH G. ESCASIO**

Officer-in-Charge, Administration Office  
Internal Administration Group

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
1 lot	<p><b>ACCOMMODATION</b></p> <p>February 23, 2017 - 4 rooms February 24, 2017 – 3 rooms</p> <p><b>LOCATION:</b> Zamboanga City</p> <p><b>SEMINAR ROOM</b></p> <p>One (1) Function Room for Plenary sessions (160 pax)- with circular or rectangular tables</p> <p><b>SEATING ARRANGEMENT:</b> Workshop Type</p> <p><b>INCLUSIONS:</b></p> <ol style="list-style-type: none"><li>1. With Audio and video system and at least three (3) to four (4) microphones</li><li>2. Two (2) wide screen and LCD Projector</li><li>3. Good Lights and Sound system</li><li>4. Notepads and pens for all participants;</li><li>5. Candies and mints</li></ol> <p><b>FOOD:</b></p> <ol style="list-style-type: none"><li>1. Buffet setup for 160 pax</li><li>2. February 24 - AM snacks, Lunch and PM snacks</li><li>3. <b>STRICTLY NO PORK</b></li></ol> <p><b>AVAILABILITY:</b></p> <ol style="list-style-type: none"><li>1. Wifi or Internet Access</li></ol>		

	<ol style="list-style-type: none"> <li>2. Use of electricity for laptops and projector</li> <li>3. Five (5) extension cords</li> <li>4. Splitter for 2 projectors</li> </ol> <p><b>OTHER INCLUSIONS FOR FREE:</b></p> <ol style="list-style-type: none"> <li>1. Free flowing coffee, tea and water during the training session</li> <li>2. Free parking slots</li> </ol>		
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Warranty: \_\_\_\_ months from the date of delivery

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)