



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 the conduct of a 3-day Strategic Planning Workshop** 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 the conduct of a 3-day Strategic Planning Workshop**

Location: **Tagaytay City**

Approved Budget for the Contract: **Six Hundred Thousand Pesos (Php600,000.00) inclusive of tax**

Specifications :

ITEM	SPECIFICATIONS
1	Accommodation 36 rooms (7-single/29-twin) Check-in: March 23, 2017 Check-out: March 25, 2017
2	One (1) Function Room for Plenary sessions (70 pax) – with circular or rectangular tables
3	Good lights and Sound System
4	Audio Visual Equipment
5	Food (buffet) for the inclusive dates: March 23-24, 2017 – Full Board Meals March 24, 2017 – AM Snacks Flowing coffee/water during the training session
6	Availability
7	Other inclusions for free -three (3) microphones -three (3) wide screens -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords -parking

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), 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 March 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.

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	TOTAL PRICE
1 lot	Accommodation 36 rooms (7-single/29-twin) Check-in: March 23, 2017 Check-out: March 25, 2017	
	One (1) Function Room for Plenary sessions (70 pax) – with circular or rectangular tables	
	Good lights and Sound System	
	Audio Visual Equipment	
	Food (buffet) for the inclusive dates: March 23-24, 2017 – Full Board Meals March 24, 2017 – AM Snacks Flowing coffee/water during the training session	
	Availability	
	Other inclusions for free -three (3) microphones -three (3) wide screens -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords -parking	

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	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	Accommodation 36 rooms (7-single/29-twin) Check-in: March 23, 2017 Check-out: March 25, 2017	
2	One (1) Function Room for Plenary sessions (70 pax) – with circular or rectangular tables	
3	Good lights and Sound System	
4	Audio Visual Equipment	
5	Food (buffet) for the inclusive dates: March 23-24, 2017 – Full Board Meals March 24, 2017 – AM Snacks Flowing coffee/water during the training session	
6	Availability	
7	Other inclusions for free -three (3) microphones -three (3) wide screens -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords -parking	

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

Name of Company

Signature over Printed Name of Representative

Financial Proposal Submission Sheet

Date: _____

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for _____

	P _____ In words: _____
	P _____ (VAT Inclusive) In words: _____
Total Contract Cost	P _____ (VAT Inclusive) In words: _____

Very truly yours,

Name of Company

Name/Signature of Representative

Date