



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 Welcome Dinner of the 38th ASEAN Single Window - Technical Working Group Meeting (ASWTWG)**, 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 Welcome Dinner of the 38th ASEAN Single Window - Technical Working Group Meeting (ASWTWG)**  
Location : **Manila Area**  
Approved Budget for the Contract: **Seventy Five Thousand Pesos (Php75,000.00), inclusive of tax**

Specifications :

Qty.	Unit	DESCRIPTION
1	Lot	<b>38th ASEAN Single Window - Technical Working Group Meeting (ASWTWG)</b>  <b><u>WELCOME DINNER</u></b> <ul style="list-style-type: none"><li>• One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax</li><li>• Seating arrangement: Round Table with simple floral arrangement</li><li>• Location: Manila Area</li></ul>
		<b><u>FOOD</u></b>  Buffet Dinner for a minimum of Fifty (50) pax <ol style="list-style-type: none"><li>1. Provision for all food choices must be "no pork" ;</li><li>2. Proposed menus shall be submitted to the Bureau of Customs; and</li><li>3. Actual menus shall be subject to the approval of the Bureau of Customs.</li></ol>
		Other Inclusions for <b><u>FREE</u></b> : <ol style="list-style-type: none"><li>1. Use of entertainment facilities;</li><li>2. Internet access to participants; and</li><li>3. Free parking slots</li></ol>

Delivery Term: During Event

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 January 30, 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.	Unit	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Lot	<b>38th ASEAN Single Window - Technical Working Group Meeting (ASWTWG)</b>  <b><u>WELCOME DINNER</u></b> <ul style="list-style-type: none"><li>• One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax</li><li>• Seating arrangement: Round Table with simple floral arrangement</li><li>• Location: Manila Area</li></ul>		
		<b><u>FOOD</u></b>  Buffet Dinner for a minimum of Fifty (50) pax <ol style="list-style-type: none"><li>1. Provision for all food choices must be "no pork" ;</li><li>2. Proposed menus shall be submitted to the Bureau of Customs; and</li><li>3. Actual menus shall be subject to the approval of the Bureau of Customs.</li></ol>		
		Other Inclusions for <b><u>FREE</u></b> : <ol style="list-style-type: none"><li>1. Use of entertainment facilities;</li><li>2. Internet access to participants; and</li><li>3. Free parking slots</li></ol>		

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)