



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Drafting of CAO for SGL Program"** 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 Drafting of CAO for SGL Program**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Seventy Six Thousand Pesos (Php76,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Food for the inclusive dates: September 8-9, 2022 – (19 pax) AM Snacks, Buffet Lunch, and PM Snacks (Strictly No Pork) Note: With Stationed One (1) waiter during the entire session to assist
2	Rated as 4 Star Hotel
3	Venue: Within Malate, Manila Area Only
4	One (1) Function Room for Plenary Sessions (19 pax) – Classroom Type
5	Good Lights and Sound System
6	Audio Visual Equipment
7	Other inclusions for free
8	<ul style="list-style-type: none"> • Free flowing coffee and water during the training session
8	Allocation of at least Eight (8) parking spaces
9	Availability <ul style="list-style-type: none"> • Three (3) microphones • 1 wide screens • 1 projector • Internet access • Flagpole • Podium • Use of electricity for laptops and projector • Pads and pencils • Candies • Extension cords • Signage / Tarpaulin



10	Send Bill
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Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **October 24, 2022, 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. 8527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: **Lease of Venue for Drafting of CAO for SGL Program**

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:

ITEM	SPECIFICATION	Total Amount
1	Food for the inclusive dates: September 8-9, 2022 – (19 pax) AM Snacks, Buffet Lunch, and PM Snacks (Strictly No Pork) Note: With Stationed One (1) waiter during the entire session to assist	
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BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

10	Send Bill	
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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

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)