



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Lease of Venue for Bureau's Hosting for the 34th meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)**" 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 Bureau's Hosting for the 34th meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)**

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

Approved Budget for the Contract: **Eight Hundred Fifty-Two Thousand Nine Hundred Pesos (Php852,900.00) - inclusive of tax**

Specifications:

LOT 1

ITEM	SPECIFICATION
1	<p><u>34th Meeting of the ASEAN Customs Procedures and Trade Facilitation Working Group (CPTFWG)</u></p> <p><u>MEETING VENUE</u></p> <p>One air-conditioned function room with a minimum capacity of fifty (50) pax for three (3) days on 21 – 23 March 2023 from 08:00am to 05:00pm.</p> <p>Seating Arrangement: Hollow Rectangular Set-Up</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. State of the art meeting space in distinguished executive settings with basic floral arrangement; 2. Exclusive use of function room; 3. Tables and chairs for banquet with basic centerpieces; 4. Backdrop Frame; 5. Podium set-up; 6. Registration Table;



	<ol style="list-style-type: none"> 7. Platform Stage set-up; 8. Function room signage; 9. Good lights and basic sound systems with microphones; 10. Audio Visual equipment (LCD projector and screen); 11. Free flowing coffee and tea during the meeting; 12. Candies/Mints; 13. Bottled Water; 14. Pens and Notepads; 15. Eleven (11) pieces of flagpoles; 16. High-Speed Internet Connection; 17. LAN-ready for Hybrid Livestreaming; 18. Free Wi-fi access; 19. Use of electricity; and <p>Note: On standby banquet waiter and technical operator to assist the group.</p> <p>FOOD</p> <ol style="list-style-type: none"> 1. Provide meal package of AM/PM Snacks and Buffet Lunch for forty-five (45) pax on 21 – 23 March 2023; 2. All food must be halal or "no pork" 3. Beverage station and Buffet area; and 4. Exclusive room for Lunch <p>Note: Proposed menu shall be submitted to the BOC and actual menu shall be subject for approval of BOC.</p>
2	<p><u>SECRETARIAT ROOM</u></p> <p>One (1) small room for secretarial services, which can accommodate a maximum of five (5) pax for three (3) days on 21 – 23 March 2023 from 08:00 to 05:00pm.</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Basic working space set-up; 2. Extension cords; and <p>Free Wi-fi access.</p>
3	<p><u>WELCOME DINNER</u></p> <p>One air-conditioned function room with a minimum capacity of sixty (60) pax on 21 March 2023 from 06:00pm to 10:00pm.</p> <p>Seating Arrangement: Round Tables with basic centerpiece</p>



	<p>Inclusions:</p> <ol style="list-style-type: none"> 1. Good lights and basic sound systems with microphones; 2. Audio Visual equipment (projector and screen); 3. Stage Platform Set-Up for Cultural Show; 4. Use of electricity; 5. Podium set-up <p>FOOD</p> <ol style="list-style-type: none"> 1. Provide Buffet Dinner for sixty (60) pax on 21 March 2023; and 2. All food must be halal or "no pork" <p>Note: Proposed menu shall be submitted to the BOC and actual menu shall be subject for approval of BOC.</p>
4	<p><u>FAREWELL DINNER</u></p> <p>Open function area with a minimum capacity of sixty (60) pax on 23 March 2023 from 06:00pm to 10:00pm.</p> <p>Seating Arrangement: Round Tables and Cocktail Tables with basic centerpiece</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Good lights and basic sound systems with microphones; 2. Audio Visual equipment (projector and screen); 3. Stage Platform Set-Up for Cultural Show; 4. Use of electricity <p>FOOD</p> <ol style="list-style-type: none"> 1. Provide Buffet Dinner for sixty (60) pax on 23 March 2023; and 2. All food must be halal or "no pork" <p>Note: Proposed menu shall be submitted to the BOC and actual menu shall be subject for approval of BOC.</p>
5	<p><u>ROOM ACCOMMODATION</u></p> <ol style="list-style-type: none"> 1. Three (3) Triple Sharing Rooms for six (6) nights from 19 – 25 March 2023; 2. One (1) Twin Sharing Room for six (6) nights from 19 – 25 March 2023; and 3. Two (2) Twin Sharing Rooms for five (5) nights from 20 – 25 March 2023. 4. Complimentary breakfast; 5. Complimentary Wi-fi access;



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	Complimentary use of hotel amenities (e.g., gym, pool, beach)
6	Send bill

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **March 17, 2023, 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 Bureau's Hosting for the 34th meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)

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 PRICE
1	<p><u>34th Meeting of the ASEAN Customs Procedures and Trade Facilitation Working Group (CPTFWG)</u></p> <p><u>MEETING VENUE</u></p> <p>One air-conditioned function room with a minimum capacity of fifty (50) pax for three (3) days on 21 – 23 March 2023 from 08:00am to 05:00pm.</p> <p>Seating Arrangement: Hollow Rectangular Set-Up</p> <p>Inclusions:</p> <ul style="list-style-type: none"> 20. State of the art meeting space in distinguished executive settings with basic floral arrangement; 21. Exclusive use of function room; 22. Tables and chairs for banquet with basic centerpieces; 23. Backdrop Frame; 24. Podium set-up; 25. Registration Table; 26. Platform Stage set-up; 27. Function room signage; 28. Good lights and basic sound systems with microphones; 	



	<p>29. Audio Visual equipment (LCD projector and screen); 30. Free flowing coffee and tea during the meeting; 31. Candies/Mints; 32. Bottled Water; 33. Pens and Notepads; 34. Eleven (11) pieces of flagpoles; 35. High-Speed Internet Connection; 36. LAN-ready for Hybrid Livestreaming; 37. Free Wi-fi access; 38. Use of electricity; and</p> <p>Note: On standby banquet waiter and technical operator to assist the group.</p> <p>FOOD</p> <p>5. Provide meal package of AM/PM Snacks and Buffet Lunch for forty-five (45) pax on 21 – 23 March 2023; 6. All food must be halal or "no pork" 7. Beverage station and Buffet area; and 8. Exclusive room for Lunch</p> <p>Note: Proposed menu shall be submitted to the BOC and actual menu shall be subject for approval of BOC.</p>	
2	<p>SECRETARIAT ROOM One (1) small room for secretarial services, which can accommodate a maximum of five (5) pax for three (3) days on 21 – 23 March 2023 from 08:00 to 05:00pm.</p> <p>Inclusions: 3. Basic working space set-up; 4. Extension cords; and Free Wi-fi access.</p>	
3	<p>WELCOME DINNER One air-conditioned function room with a minimum capacity of sixty (60) pax on 21 March 2023 from 06:00pm to 10:00pm.</p> <p>Seating Arrangement: Round Tables with basic centerpiece</p>	



	<p>Inclusions:</p> <ol style="list-style-type: none"> 6. Good lights and basic sound systems with microphones; 7. Audio Visual equipment (projector and screen); 8. Stage Platform Set-Up for Cultural Show; 9. Use of electricity; 10. Podium set-up <p>FOOD</p> <ol style="list-style-type: none"> 3. Provide Buffet Dinner for sixty (60) pax on 21 March 2023; and 4. All food must be halal or "no pork" <p>Note: Proposed menu shall be submitted to the BOC and actual menu shall be subject for approval of BOC.</p>	
4	<p><u>FAREWELL DINNER</u></p> <p>Open function area with a minimum capacity of sixty (60) pax on 23 March 2023 from 06:00pm to 10:00pm.</p> <p>Seating Arrangement: Round Tables and Cocktail Tables with basic centerpiece</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 5. Good lights and basic sound systems with microphones; 6. Audio Visual equipment (projector and screen); 7. Stage Platform Set-Up for Cultural Show; 8. Use of electricity <p>FOOD</p> <ol style="list-style-type: none"> 3. Provide Buffet Dinner for sixty (60) pax on 23 March 2023; and 4. All food must be halal or "no pork" <p>Note: Proposed menu shall be submitted to the BOC and actual menu shall be subject for approval of BOC.</p>	
5	<p><u>ROOM ACCOMMODATION</u></p> <ol style="list-style-type: none"> 6. Three (3) Triple Sharing Rooms for six (6) nights from 19 – 25 March 2023; 7. One (1) Twin Sharing Room for six (6) nights from 19 – 25 March 2023; and 	



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	8. Two (2) Twin Sharing Rooms for five (5) nights from 20 – 25 March 2023. 9. Complimentary breakfast; 10. Complimentary Wi-fi access; Complimentary use of hotel amenities (e.g., gym, pool, beach)	
6	Send bill	
	TOTAL	

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)