



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Lease of Venue for Enforcement Group Summit 2023**" 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 Enforcement Group Summit 2023**  
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Five Hundred Ninety-One Thousand Three Hundred Pesos (Php591,300.00) - inclusive of tax**

Specifications :

### LOT 1

ITEM	SPECIFICATION
1	<b>Lease of Venue for Enforcement Group Summit 2023</b> <u>TRAINING PACKAGE</u> <b>15 November 2023 (1:00 PM to 10:00 PM) PM Snack and Dinner.</b> 120 pax x 1 day  Flowing coffee/tea and water during the event <b>STRICTLY NO PORK</b>
2	<b>Location: Hotel in nearby cities in Metro Manila</b>
3	Good Lights and Sound System
4	Audio Visual Equipment
5	Other Inclusions for free <ul style="list-style-type: none"><li>- Two (2) complimentary rooms for organizers with breakfast for 2 per room</li><li>- Wi-Fi access</li><li>- LED Wall</li><li>- Entertainment Band (for Dinner)</li><li>- Corkage of Pork Lechon and Liquor</li><li>- Welcome banner / Lobby Posting</li><li>- Minimum of 3 wireless microphones</li><li>- Flagpole</li><li>- Podium</li><li>- Use of air-conditioned function room</li><li>- Use of electricity for laptops and projector/LED wall</li></ul>
8	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.



Gate 3, South Harbor, Port Area, Manila 1018

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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 **November 14, 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. 8526-6571 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

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



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Annex "A"

## PRICE QUOTATION FORM

Date

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

Project Title: **Lease of Venue for Enforcement Group Summit 2023**

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	<b>Lease of Venue for Enforcement Group Summit 2023</b> <u>TRAINING PACKAGE</u>  <b>15 November 2023</b> (1:00 PM to 10:00 PM) PM Snack and Dinner. 120 pax x 1 day  Flowing coffee/tea and water during the event  <b>STRICTLY NO PORK</b>	
2	<b>Location: Hotel in nearby cities in Metro Manila</b>	
3	Good Lights and Sound System	
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5	Other Inclusions for free <ul style="list-style-type: none"><li>- Two (2) complimentary rooms for organizers with breakfast for 2 per room</li><li>- Wi-Fi access</li><li>- LED Wall</li><li>- Entertainment Band (for Dinner)</li><li>- Corkage of Pork Lechon and Liquor</li><li>- Welcome banner / Lobby Posting</li><li>- Minimum of 3 wireless microphones</li><li>- Flagpole</li><li>- Podium</li><li>- Use of air-conditioned function room</li></ul> Use of electricity for laptops and projector/LED wall	
6	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	



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)



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