



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 Civil Service Commission Field Office - DPWH: Seminar on Strategic Performance Management System"** 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 Civil Service Commission Field Office - DPWH: Seminar on Strategic Performance Management System**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Two Hundred Eighty-Three Thousand Five Hundred Pesos (Php283,500.00) - inclusive of tax**

Specifications:

LOT 1

ITEM	SPECIFICATION
1	HOTEL IN MANILA Food (buffet) for 63 pax for the inclusive dates: 13, 14, & 15 March 2024 63 pax (57 participants + 1 resource speaker/day + 2 facilitators/day + 3 secretariats)
2	Serving Time: AM Snacks (9:00am) Lunch (12:00nn) PM Snacks (3:00pm)
3	Free Flowing coffee/tea during the training session Bottled Water/ Juice per meal serving
4	One (1) Function Room for Plenary sessions (45 pax) – class type tables
5	Good Lights and Sound System
6	Audio visual equipment
7	Availability - four (4) to five (5) microphones - 2 wide screen - 2 projectors - Wifi or Internet Access - use of electricity for laptop and projector



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	- (5) extension cords
8	Other Inclusions: - At least 2 service waiters - Buffet set up with Plates, Utensils & Cups - Refill of sugar, coffee, creamer, tea
9	Meal Requirement for Normal Training: (Strictly No Pork Ingredients) AM SNACK (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water) LUNCH (grains, vegetable, chicken/ fish & fruits + juice/ bottled water) PM SNACKS (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water) NOTE: Actual menu must be sent to end user subject for review before the training.
10	Mode of Payment Send Bill Arrangement Note: Penalty and/or termination of contract of the winning bidder might incur when all the above stated technical specification is not completed.

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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. 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 **February 26, 2024, 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.




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For inquiry, you may contact us at Telefax no. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


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



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PRICE QUOTATION FORM

Date

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

Project Title: **Lease of Venue for Civil Service Commission Field Office - DPWH: Seminar on Strategic Performance Management System**

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	HOTEL IN MANILA Food (buffet) for 63 pax for the inclusive dates: 13, 14, & 15 March 2024 63 pax (57 participants + 1 resource speaker/day + 2 facilitators/day + 3 secretariats)	
2	Serving Time: AM Snacks (9:00am) Lunch (12:00nn) PM Snacks (3:00pm)	
3	Free Flowing coffee/tea during the training session Bottled Water/ Juice per meal serving	
4	One (1) Function Room for Plenary sessions (45 pax) – class type tables	
5	Good Lights and Sound System	
6	Audio visual equipment	
7	Availability - four (4) to five (5) microphones - 2 wide screen - 2 projectors - Wifi or Internet Access - use of electricity for laptop and projector - (5) extension cords	
8	Other Inclusions: - At least 2 service waiters - Buffet set up with Plates, Utensils & Cups - Refill of sugar, coffee, creamer, tea	



9	<p>Meal Requirement for Normal Training: (Strictly No Pork Ingredients)</p> <p>AM SNACK (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water)</p> <p>LUNCH (grains, vegetable, chicken/ fish & fruits + juice/ bottled water)</p> <p>PM SNACKS (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water)</p> <p>NOTE: Actual menu must be sent to end user subject for review before the training.</p>	
10	<p>Mode of Payment Send Bill Arrangement</p> <p>Note: Penalty and/or termination of contract of the winning bidder might incur when all the above stated technical specification is not completed.</p>	

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)

