



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 Assessment and Operations Coordinating Group Strategic Planning**, 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 Assessment and Operations Coordinating Group Strategic Planning**

Location: **Metro Manila**

Approved Budget for the Contract: **Two Hundred Fifty Thousand Pesos (Php250,000.00) inclusive of tax**

Specifications :

ITEM	SPECIFICATION
1	One (1) function room for plenary sessions (50 pax) with rectangular tables (classroom type)
2	Good lights and sound system
3	Audio visual equipment
4	Food (buffet) for the inclusive dates: March 29-AM snacks, Lunch, PM snacks March 30-AM snacks, Lunch, PM snacks
5	Availability -Podium -4 microphones -2 wide screen -projector -Wi-Fi or internet access -use of electricity for laptop and projector -5 extension cords -splitter for 2 projectors -5 flip charts
6	Other inclusions for free -free flowing coffee and water during the training session

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (General Information Sheet), 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 March 27, 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	DESCRIPTION	TOTAL PRICE
1 lot	One (1) function room for plenary sessions (50 pax) with rectangular tables (classroom type) Good lights and sound system Audio visual equipment Food (buffet) for the inclusive dates: March 29-AM snacks, Lunch, PM snacks March 30-AM snacks, Lunch, PM snacks Availability -Podium -4 microphones -2 wide screen -projector -Wi-Fi or internet access -use of electricity for laptop and projector -5 extension cords -splitter for 2 projectors -5 flip charts Other inclusions for free -free flowing coffee and water during the training session	

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)

### Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each specification

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
1	One (1) function room for plenary sessions (50 pax) with rectangular tables (classroom type)	
2	Good lights and sound system	
3	Audio visual equipment	
4	Food (buffet) for the inclusive dates: March 29-AM snacks, Lunch, PM snacks March 30-AM snacks, Lunch, PM snacks	
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6	Other inclusions for free -free flowing coffee and water during the training Session	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_

**Name of Company**

\_\_\_\_\_

**Signature over Printed Name of Representative**

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\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of Representative