



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Lease of Venue for Administration Office and HRMD Team Building Activity”** 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 Administration Office and HRMD Team Building Activity**

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

Approved Budget for **Eighty-Nine Thousand One Hundred Pesos (Php89,100.00) - inclusive of tax**  
 the Contract:

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Accommodation for 43 pax (July 30-31, 2022) <ul style="list-style-type: none"> <li>• Use of Fully air-conditioned rooms</li> </ul>
2	Meals <ul style="list-style-type: none"> <li>• Day 1: Lunch, PM Snacks, Dinner</li> <li>• Day 2: Breakfast, AM Snacks</li> </ul> Lunch and Dinner includes: <ul style="list-style-type: none"> <li>• 1 Meat Dish, 1 Veggie Dish, 1 Soup, Rice, Drinks, and Dessert</li> <li>• Separate dish for One (1) Muslim participant</li> </ul>
3	Venue: Region 4A CALABARZON Function Hall Amenities: <ul style="list-style-type: none"> <li>• LCD Projector</li> <li>• Wi-Fi Access</li> <li>• Sound System</li> </ul> Function Hall Hours: 2PM on check-in day to 12 PM on check-out day
5	Team Building Activity: <ul style="list-style-type: none"> <li>• Provided by the Resort w/Facilitator</li> </ul> Resort Activities <ul style="list-style-type: none"> <li>• Swimming Pools</li> <li>• Free Lockers</li> <li>• Outdoor Movie Theater</li> <li>• Pool Park</li> <li>• Cliff Diving</li> <li>• Slip n’ Fly</li> <li>• Jump n’ Fly</li> <li>• Vine Swing</li> <li>• Climb n’ Jump</li> </ul>
6	

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor’s Permit, DTT/SEC Registration (for



partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit)/CDA Registration (for cooperative), PHILGEPs Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **July 26, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**

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 Administration Office and HRMD Team Building Activity**

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	Accommodation for 43 pax (July 30-31, 2022) Use of Fully air-conditioned rooms	
2	Meals <ul style="list-style-type: none"> <li>• Day 1: Lunch, PM Snacks, Dinner</li> <li>• Day 2: Breakfast, AM Snacks</li> </ul> Lunch and Dinner includes: <ul style="list-style-type: none"> <li>• 1 Meat Dish, 1 Veggie Dish, 1 Soup, Rice, Drinks, and Dessert</li> </ul> Separate dish for One (1) Muslim participant	
3	Venue: Region 4A CALABARZON	
4	Function Hall Amenities: <ul style="list-style-type: none"> <li>• LCD Projector</li> <li>• Wi-Fi Access</li> <li>• Sound System</li> </ul> Function Hall Hours: 2PM on check-in day to 12 PM on check-out day	
5	Team Building Activity: Provided by the Resort w/Facilitator	
6	Resort Activities <ul style="list-style-type: none"> <li>• Swimming Pools</li> <li>• Free Lockers</li> <li>• Outdoor Movie Theater</li> <li>• Pool Park</li> <li>• Cliff Diving</li> <li>• Slip n' Fly</li> <li>• Jump n' Fly</li> <li>• Vine Swing</li> <li>• Climb n' Jump</li> </ul>	

Total amount in words:

**The above-quoted prices are inclusive of all costs and applicable taxes.**



**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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)