



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Lease of Venue for WCO BOC National Workshop on Combating Counterfeiting and Piracy for Philippine Customs”** 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 WCO BOC National Workshop on Combating Counterfeiting and Piracy for Philippine Customs**

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

Approved Budget for the Contract: **Three Hundred Forty Thousand Pesos (Php340,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Food for the inclusive dates:  November 28, 2022 – December 02, 2022, Plated Meals - AM Snacks, Lunch, and PM Snacks (Strictly No Pork)  36 pax x 5 days  November 30, 2022 – Meeting/Waiting room for Right Holders w/ Snacks (20 pax on the 3 <sup>rd</sup> day of the Workshop)  20 pax x 1 day  Note: With Stationed One (1) waiter during the entire session to assist
2	One (1) Function Room for Classroom Type set-up with Physical distancing
3	Good Lights and Sound System
4	Audio Visual Equipment
5	Other inclusions for free <ul style="list-style-type: none"> <li>• Free flowing coffee and water during the training session</li> </ul>
6	At least Eight (8) available parking space
7	Availability <ul style="list-style-type: none"> <li>• Three (3) wireless microphones</li> <li>• wide screens</li> <li>• projector</li> <li>• Internet access</li> </ul>



# BUREAU OF CUSTOMS

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<ul style="list-style-type: none"><li>• Flagpole</li><li>• Podium</li><li>• Use of electricity for laptops and projector</li><li>• Pads and pencils</li><li>• Candies</li><li>• Extension cords</li><li>• Signage / Tarpaulin</li></ul>
8	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.

Submission of quotation and eligibility documents is on or before **November 25, 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**  
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 WCO BOC National Workshop on Combating Counterfeiting and Piracy for Philippine Customs**

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	<p>Food for the inclusive dates:</p> <p>November 28, 2022 – December 02, 2022, Plated Meals - AM Snacks, Lunch, and PM Snacks (Strictly No Pork)</p> <p>36 pax x 5 days</p> <p>November 30, 2022 – Meeting/Waiting room for Right Holders w/ Snacks (20 pax on the 3<sup>rd</sup> day of the Workshop)</p> <p>20 pax x 1 day</p> <p>Note: With Stationed One (1) waiter during the entire session to assist</p>	
2	One (1) Function Room for Classroom Type set-up with Physical distancing	
3	Good Lights and Sound System	
4	Audio Visual Equipment	
5	Other inclusions for free Free flowing coffee and water during the training session	
6	At least Eight (8) available parking space	
7	<p>Availability</p> <ul style="list-style-type: none"> <li>• Three (3) wireless microphones</li> <li>• wide screens</li> <li>• projector</li> <li>• Internet access</li> <li>• Flagpole</li> <li>• Podium</li> <li>• Use of electricity for laptops and projector</li> </ul>	



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8	Send Bill	

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)