



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Workshop on the Updating of the Human Resource Management (HRM) Roadmap and Scorecard"** 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 Workshop on the Updating of the Human Resource Management (HRM) Roadmap and Scorecard**

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

Approved Budget for the Contract: **One Hundred Seventy-One Thousand Pesos (Php171,000.00) - inclusive of tax**

Specifications:

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Item	Specification
1	<p>Lease of Venue for Workshop on the Updating of the Human Resource Management (HRM) Roadmap and Scorecard</p> <p>Accommodation for 15 personnel (participants)</p> <p>Room Check-In: 02:00 PM Room Check-Out: 12:00 NN</p> <p>Triple Standard Room (Quadruple Sharing-Separate beds) July 05 to 08, 2023 - 1 room x 3 nights</p> <p>Twin Standard Room (Quadruple Sharing-Separate beds) July 05 to 08, 2023 - 1 room x 3 nights</p> <p>Standard Deluxe Room (Twin Sharing-Separate Beds) July 05 to 08, 2023 - 3 room x 3 nights</p> <p>Standard Room (Single Occupancy) July 05 to 08, 2023 - 1 room x 3 nights</p>
2	One (1) Function Room for 15 pax – with U-Shaped tables and chairs set-up
3	Good Lights and Sound System



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

4	Audio visual equipment
5	Food (buffet) for 15 pax for the inclusive dates: July 05, 2023 – AM Snacks, Lunch, PM Snacks, and Dinner July 06 to 07, 2023 – Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner July 08, 2023 – Breakfast, AM Snack and Lunch
6	Availability - 3 microphones - 1 to 2 wide screen - 1 to 2 LCD projector - Wi-Fi or Internet Access - Use of Electricity for Laptops and Projector - 5 extension cords
7	Other Inclusions for free - Free Flowing coffee and water during the workshop session

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 **July 4, 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.



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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.

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 Workshop on the Updating of the Human Resource Management (HRM) Roadmap and Scorecard

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>Lease of Venue for Workshop on the Updating of the Human Resource Management (HRM) Roadmap and Scorecard Accommodation for 15 personnel (participants)</p> <p>Room Check-In: 02:00 PM Room Check-Out: 12:00 NN</p> <p>Triple Standard Room (Quadruple Sharing-Separate beds) July 05 to 08, 2023 - 1 room x 3 nights</p> <p>Twin Standard Room (Quadruple Sharing-Separate beds) July 05 to 08, 2023 - 1 room x 3 nights</p> <p>Standard Deluxe Room (Twin Sharing-Separate Beds) July 05 to 08, 2023 - 3 room x 3 nights</p> <p>Standard Room (Single Occupancy) July 05 to 08, 2023 - 1 room x 3 nights</p>	
2	One (1) Function Room for 15 pax – with U-Shaped tables and chairs set-up	
3	Good Lights and Sound System	
4	Audio visual equipment	



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5	Food (buffet) for 15 pax for the inclusive dates: July 05, 2023 – AM Snacks, Lunch, PM Snacks, and Dinner July 06 to 07, 2023 – Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner July 08, 2023 – Breakfast, AM Snack and Lunch	
6	Availability - 3 microphones - 1 to 2 wide screen - 1 to 2 LCD projector - Wi-Fi or Internet Access - Use of Electricity for Laptops and Projector - 5 extension cords	
7	Other Inclusions for free - Free Flowing coffee and water during the workshop 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

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)