



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 the Workshop on the Updating of BOC 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 the Workshop on the Updating of BOC 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 Eighty-Two Thousand Four Hundred Pesos (Php182,400.00) - inclusive of tax**

Specifications:

Item	Specification
1	WORKSHOP ON THE UPDATING OF BOC HUMAN RESOURCE MANAGEMENT (HRM) ROADMAP AND SCORECARD LODGING WITH BREAKFAST BUFFET / PAX HOTEL IN REGION 3 OR REGION 4A Check in: 02:00 PM Check Out: 12:00 NN Single Occupancy 29 November to 02 December 2023 – 3 pax x 3 nights Twin Sharing Occupancy 29 November to 02 December 2023 – 10 pax x 3 nights Triple Sharing Occupancy 29 November to 02 December 2023 – 3 pax x 3 nights
2	TRAINING MEALS – 16 pax <u>NOVEMBER 29 – DECEMBER 02, 2023</u> 16 pax x 4 days AM SNACKS 1 serving (Bread/Pasta/Fruit/Dessert)



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	<p>LUNCH 1 cup of rice 1 pc/cup of meat (Fish/ Beef/Chicken/Pork) 1 pc/cup of vegetables</p> <p>PM SNACKS 1 serving (Bread/Pasta/Fruit/Dessert)</p> <p>DINNER 1 cup of rice 1 pc/cup of meat (Fish/ Beef/Chicken/Pork) 1 pc/cup of vegetables</p>
3	One (1) Function Room for 16 pax – with U-shape layout
4	<p>Availability</p> <ul style="list-style-type: none"> - 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
5	<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - Flowing coffee/tea and water during the workshop (Percolators, Sugar, Creamer, Stirrer, Cups) <p>At least 2 service waiters</p>
6	<p>Mode of Payment</p> <p>Send Bill</p>

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 28, 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.

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, General Services Division



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Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: **Lease of Venue for the Workshop on the Updating of BOC 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	WORKSHOP ON THE UPDATING OF BOC HUMAN RESOURCE MANAGEMENT (HRM) ROADMAP AND SCORECARD LODGING WITH BREAKFAST BUFFET / PAX HOTEL IN REGION 3 OR REGION 4A Check in: 02:00 PM Check Out: 12:00 NN Single Occupancy 29 November to 02 December 2023 – 3 pax x 3 nights Twin Sharing Occupancy 29 November to 02 December 2023 – 10 pax x 3 nights Triple Sharing Occupancy 29 November to 02 December 2023 – 3 pax x 3 nights	
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5	Other Inclusions for FREE - Flowing coffee/tea and water during the workshop (Percolators, Sugar, Creamer, Stirrer, Cups) At least 2 service waiters	
6	Mode of Payment 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)



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