



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 Bureau of Customs Intellectual Property Rights Summit"** 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 Bureau of Customs Intellectual Property Rights Summit**

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

Approved Budget for the Contract: **Six Hundred Ninety-Six Thousand Pesos (Php696,000.00) - inclusive of tax**

Specifications :

LOT 1

ITEM	SPECIFICATION
1	Lease of Venue for Bureau of Customs Intellectual Property Rights Summit -Hotel in Manila One (1) Function Room for the Summit (120 pax) – with circular tables for the participants, rectangular tables for the display of brand items, and stage/platform with rostrum
2	Good Lights and Basic Sound System
3	Buffet for 120 pax for the inclusive dates: AM Snack, Lunch, and PM Snack March 07 and 08, 2024
4	Availability <ul style="list-style-type: none"> - four (4) to five (5) microphones - two (2) microphone stands - 2 wide screen - 1 projector - high-speed wireless internet - use of electricity for laptop and projector - five (5) extension cords - two (2) flag poles



5	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> - free flowing coffee and water during the training session - at least 80-100 parking slots
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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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **March 04, 2024, 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 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 Bureau of Customs Intellectual Property Rights Summit**

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	REMARKS
1	Lease of Venue for Bureau of Customs Intellectual Property Rights Summit One (1) Function Room for the Summit (120 pax) – with circular tables for the participants, rectangular tables for the display of brand items, and stage/platform with rostrum	
2	Good Lights and Basic Sound System	
3	Buffet for 120 pax for the inclusive dates: AM Snack, Lunch, and PM Snack March 07 and 08, 2024	
4	Availability - four (4) to five (5) microphones - two (2) microphone stands - 2 wide screen - 1 projector - high-speed wireless internet - use of electricity for laptop and projector - five (5) extension cords - two (2) flag poles	
5	Other Inclusions for free - free flowing coffee and water during the training session - at least 80-100 parking slots	
TOTAL AMOUNT		



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)

