



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 Training-Workshop on Cascading of the BOC Basic Governance Documents"** 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 Training-Workshop on Cascading of the BOC Basic Governance Documents**

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

Approved Budget for the Contract: **One Hundred Sixty Thousand Pesos (Php160,000.00) - inclusive of tax**

Specifications :  
**LOT 1**

| ITEM | SPECIFICATION   |
|------|---|
| 1    | <b>Lease of Venue for Training-Workshop on Cascading of the BOC Basic Governance Documents</b><br><b>-Hotel in Manila</b><br><b>Training Meals – 80 pax</b><br><b>18 April 2024</b><br>STRICTLY NO PORK<br><b>AM Snacks, Lunch, PM Snacks</b>       |
| 2    | One (1) Function Room for Plenary Session (80 pax for 18 April 2024)  |
| 3    | <b>Availability</b><br>- Minimum 3 microphones<br>- 1 to 2 wide screen<br>- 1 to 2 LCD projector<br>- WiFi of Internet Access<br>- papers and pencils<br>- Use of Electricity for Laptops and Projector<br>- 5 extension cords<br>- 5 Parking Slots |
| 4    | <b>Other Inclusions for free</b><br>- free flowing coffee and water during the workshop (Percolators, Sugar, Creamer, Stirrer, Cups)<br>- at least 2 service waiters  |



|   |                                     |
|---|-------------------------------------|
| 5   | <b>Mode of Payment</b><br>Send Bill |
| Note: Penalty and/or termination of Contract of the Winning bidder might incur when all the above stated technical specifications are not complied. |                                     |

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 **April 12, 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](mailto:bacsecretariat@customs.gov.ph) or [boc-svp@customs.gov.ph](mailto:boc-svp@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 Training-Workshop on Cascading of the BOC Basic Governance Documents**

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                   | <b>Lease of Venue for Training-Workshop on Cascading of the BOC Basic Governance Documents</b><br><b>-Hotel in Manila</b><br><b>Training Meals – 80 pax</b><br><b>18 April 2024</b><br>STRICTLY NO PORK<br><b>AM Snacks, Lunch, PM Snacks</b>       |         |
| 2                   | One (1) Function Room for Plenary Session (80 pax for 18 April 2024)  |         |
| 3                   | <b>Availability</b><br>- Minimum 3 microphones<br>- 1 to 2 wide screen<br>- 1 to 2 LCD projector<br>- WiFi of Internet Access<br>- papers and pencils<br>- Use of Electricity for Laptops and Projector<br>- 5 extension cords<br>- 5 Parking Slots |         |
| 4                   | <b>Other Inclusions for free</b><br>- free flowing coffee and water during the workshop (Percolators, Sugar, Creamer, Stirrer, Cups) at least 2 service waiters   |         |
| 5                   | <b>Mode of Payment</b><br>Send Bill   |         |
| <b>TOTAL AMOUNT</b> |   |         |



Gate 3, South Harbor, Port Area, Manila 1018

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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)

