



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 38th Asean Single Window - Technical Working Group Meeting (ASWTWG)" 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 38th Asean Single Window - Technical Working Group Meeting (ASWTWG)"
Location : Metropolitan Bay Area (proximity area near the airport)
Approved Budget for the Contract: Seven Hundred Thousand Pesos (Php 700,000.00) -inclusive of tax

Specifications

QTY.	DESCRIPTION
1 lot	<p>38th ASEAN SINGLE WINDOW - TECHNICAL WORKING GROUP MEETING (ASWTWG)</p> <p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for four (4) days on February 14 – 17, 2017 from 8:00AM to 5:00PM</p> <p>Location: Metropolitan Bay Area (proximity area near the airport)</p> <p>Seating arrangement: Hollow set-up for Fifty (50) pax</p> <p>Inclusions:</p> <ol style="list-style-type: none">1. State of the art meeting space in distinguished executive settings;2. Free flowing coffee/tea;3. Bottled water and candies;4. Provides meeting resources like pens and notepads;5. Separate registration area;6. Five (5) Units 50" TV Monitor,7. With audio and video system and fifteen (15) units conference microphones8. 11 pieces of flagpoles;9. Candies and bottled water;10. High speed internet connection; and11. Free Wi-Fi access. <p><u>FOOD</u></p> <ol style="list-style-type: none">1. Provide meal package of AM and PM Snacks, Buffet Lunch at the venue's buffet restaurant for a minimum of Fifty (50) pax on February 14 – 17, 2017;2. Provision of Halal Section within the buffet restaurant;3. The service provider shall provide a separate room/venue for the AM and PM snacks.



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

ACCOMMODATION (For Secretariat)

1. One (1) room (double occupancy) for five (5) nights on February 13 – 17, 2017;
2. With minimum basic hotel room facilities and free Wi-Fi Connection;
3. Room package is inclusive of breakfast; and
4. Check in date February 13, 2017 and check out date is on February 18, 2017.

Other Inclusions for **FREE**:

- Parking slots: 10% of the total guaranteed number of attendees
- Extension cords at least 5

Delivery Term: During the event

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/ Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before January 30, 2017, 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 initialled 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. 527-9757 or email us at bacsecretariat@customs.gov.ph

Very truly yours,


JOSEPH G. ESCASIO
Officer-in-Charge, Administration Office
Internal Administration Group 

Annex "A"

PRICE QUOTATION FORM

Date

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

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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 lot	<p>38th ASEAN SINGLE WINDOW - TECHNICAL WORKING GROUP MEETING (ASWTWG)</p> <p><u>MEETING VENUE</u></p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for four (4) days on February 14 – 17, 2017 from 8:00AM to 5:00PM</p> <p>Location: Metropolitan Bay Area (proximity area near the airport)</p> <p>Seating arrangement: Hollow set-up for Fifty (50) pax</p> <p>Inclusions:</p> <ol style="list-style-type: none">1. State of the art meeting space in distinguished executive settings;2. Free flowing coffee/tea;3. Bottled water and candies;4. Provides meeting resources like pens and notepads;5. Separate registration area;6. Five (5) Units 50" TV Monitor,7. With audio and video system and fifteen (15) units conference microphones8. 11 pieces of flagpoles;9. Candies and bottled water;10. High speed internet connection; and11. Free Wi-Fi access. <p><u>FOOD</u></p> <ol style="list-style-type: none">1. Provide meal package of AM and PM Snacks, Buffet		

	<p>Lunch at the venue's buffet restaurant for a minimum of Fifty (50) pax on February 14 – 17, 2017;</p> <ol style="list-style-type: none"> 2. Provision of Halal Section within the buffet restaurant; 3. The service provider shall provide a separate room/venue for the AM and PM snacks. <p><u>ACCOMMODATION (For Secretariat)</u></p> <ol style="list-style-type: none"> 1. One (1) room (double occupancy) for five (5) nights on February 13 – 17, 2017; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date February 13, 2017 and check out date is on February 18, 2017. <p>Other Inclusions for FREE:</p> <ul style="list-style-type: none"> - Parking slots: 10% of the total guaranteed number of attendees Extension cords at least 5 		
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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

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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