



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Manila 1099

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for Lease of Venue for a Strategic Planning, 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 : MISTG Strategic Planning
Location : Manila
Approved Budget for the Contract: Seventy-Five Thousand Pesos (Php75,000.00)

Specifications :

QTY.	DESCRIPTION
1 lot	Lease of Venue and Accommodation for Participants/Speakers/Facilitators (PM Snacks, Buffet Lunch , Buffet Breakfast and AM Snacks)
	24 pax
	November 29-30, 2016
	Flowing Coffee/Tea and water during the planning
	Other Inclusions for free: <ul style="list-style-type: none">- Notepads & pencils- Mints

Delivery Term: November 29-30, 2016

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, food proposal and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before November 25, 2016, 10:00 a.m. at the General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila. Attached are our minimum technical requirements for the catering services.

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,

for: **JOSEPH G. ESCASIO**
Officer-In-Charge
Administration Office

G. Cabugawan
GLADYS C. CABUGAWAN
Chief
Central Records Management Division

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:

Quantity	Description	Unit Price	Total Price
1 lot	Lease of Venue and Accommodation for Participants/Speakers/Facilitators (PM Snacks, Buffet Lunch , Buffet Breakfast and AM Snacks)		
	24 pax		
	November 29-30, 2016		
	Flowing Coffee/Tea and water during the planning		
	Other Inclusions for free: - Notepads & pencils - Mints		

Warranty : _____ months from the date of delivery

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)