



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

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Lease of Venue for Customs Bonded Warehouse 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 Customs Bonded Warehouse Summit**
Location : **Bureau of Customs**
Approved Budget for the Contract: **Three Hundred Eighty – Nine Thousand Four Hundred Pesos (Php 389,400.00) inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1 LOT	<p>Title: Customs Bonded Warehouse Summit Date: October 19, 2019, Saturday from 6:00 A.M to 7:00 P.M Function Type: Classroom Type No. of pax: 271 attendees Meals: AM Snacks/Bufferet Lunch/PM Snacks</p> <p><i>*strictly no pork please*</i></p> <p>2 White Screen/LED Wall Lights and Sound System Audio Visual Equipment Classroom Set up Whiteboard and Markers Stage set-up with Flowing water and coffee/tea/juice during the training session Backdrop Tarpaulin Physical Arrangement Availability</p> <p>Other inclusions for free:</p> <ul style="list-style-type: none">- Minimum of 8 wireless microphones- Minimum of 10 waiters- Microphone stand min. of 10- Projector- Internet access- Flagpole minimum of 2- Podium- Use of electricity for laptops and projector- Pads and pencils- Candies

	<ul style="list-style-type: none">- Extension cords- Parking lots- Signage- Flip charts and markers- Registration area- None corkage- Send Bill
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Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), 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 October 15, 2019 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,



RAQUEL G. DE JESUS

Acting Chief, General Services 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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 1 LOT	<p>Title: Customs Bonded Warehouse Summit Date: October 19, 2019, Saturday from 6:00 A.M to 7:00 P.M Function Type: Classroom Type No. of pax: 271 attendees Meals: AM Snacks/Bufferet Lunch/PM Snacks</p> <p><i>*strictly no pork please*</i></p> <p>2 White Screen/LED Wall Lights and Sound System Audio Visual Equipment Classroom Set up Whiteboard and Markers Stage set-up with Flowing water and coffee/tea/juice during the training session Backdrop Tarpaulin Physical Arrangement Availability</p> <p>Other inclusions for free:</p> <ul style="list-style-type: none">- Minimum of 8 wireless microphones- Minimum of 10 waiters- Microphone stand min. of 10- Projector- Internet access- Flagpole minimum of 2- Podium- Use of electricity for laptops and projector- Pads and pencils- Candies- Extension cords		

	<ul style="list-style-type: none"> - Parking lots - Signage - Flip charts and markers - Registration area - None corkage - Send Bill 		
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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)