

#### BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA INTEGRITY

#### **REQUEST FOR OUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Lease of Venue for Customs Training Institute (CTI) Operational Planning Workshop" 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 Training Institute (CTI)

Operational Planning Workshop

Location:

General Services Division, OCOM Building, Gate 3,

South Harbor, Port Area, Manila

Approved Budget for

the Contract:

One Hundred Five Thousand Three Hundred Pesos

(Php105,300.00) - inclusive of tax

Specifications:

ITEM	DESCRIPTION		
1	CUSTOMS TRAINING INSTITUTE (CTI) OPERATIONAL PLANNING WORKSHOP Meals February 2, 2022 – AM Snacks, Lunch, PM Snacks • 27 pax		
	February 3, 2022 – AM Snacks, Lunch, PM Snacks • 27 pax February 4, 2022 – AM Snacks, Lunch, PM Snacks • 27 pax		
	Note: With stationed two (2) waiters during the entire session		
2	One (1) Function Room (27 pax) – round table set up for 5 groups with physical distancing		
3	Good Lights and Sound System		
4	Audio Visual Equipment		
5	Flowing coffee, tea and water during the training session		
6	Availability		
7	Other Inclusions for free:      Minimum of 3 wireless microphones     Projector     Wide screen     Internet access     Flagpole		
	<ul> <li>Podium</li> <li>Use of electricity for laptops and projector</li> <li>Pads and pencils</li> <li>Extension cords</li> <li>Signage/Tarpaulin</li> </ul>		
8	Send bill		



## BUREAU OF CUSTOMS





Interested suppliers are required to submit original/certified true copy of the following: valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before January 28, 2022, 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.

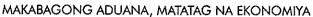
For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

Chief Administrative Officer General Services Division



### **BUREAU OF CUSTOMS**





PROFESSIONALISM INTEGRITY

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:

ITEM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	CUSTOMS TRAINING INSTITUTE (CTI) OPERATIONAL PLANNING WORKSHOP		
	OF EIGHT OWNER FEATURE WORKSHOP		
	Meals		
	February 2, 2022 – AM Snacks, Lunch, PM	•	
ŀ	Snacks		
	• 27 pax		
	<b>February 3, 2022</b> – AM Snacks, Lunch, PM Snacks		
	• 27 pax		
-	February 4, 2022 – AM Snacks, Lunch, PM		
ŀ	Snacks		
	• 27 pax	:	
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1 1	<ul><li>Projector</li><li>Wide screen</li></ul>		
	Internet access		
	Flagpole		
	Podium		
i i	<ul> <li>Use of electricity for laptops and</li> </ul>	,	
	projector		
	Pads and pencils     The price of the pencils		
	Extension cords     Signago/Tarpaulin		
8	Signage/Tarpaulin  Send bill		
	- Contracting		į.

Total amount in words:	
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The above-quoted prices are inclusive of all costs and applicable taxes.



# BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

Very truly yours,	
	_
Name/ Signature of Representative	
Name of Company	-
Contact Number	-
Mayor's Permit No PhilGEPS Registration No (Please submit the photocopies of the all	 bove documents upon submission of quotation)