



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Legal Summit Between the RCMG Legal Service and Bureau's Law Divisions"** 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 Legal Summit Between the RCMG Legal Service and Bureau's Law Divisions**

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

Approved Budget for the Contract: **Two Hundred Eighty-Six Thousand Pesos (Php286,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Accommodation for 52 personnel (participants, speakers, secretariats, and facilitators) Twin Sharing June 21 – 22, 2022 26 Rooms x 2 Nights
2	One (1) Function Room for Plenary sessions (52 pax) - with circular or rectangular tables
3	Good Lights and Sound System
4	Audio Visual Equipment
5	Food (buffet) for 52 pax for the inclusive dates: June 21, 2022 – AM Snacks, Lunch, PM Snacks, and Dinner (Strictly No Pork) June 22, 2022 – Breakfast, Lunch, PM Snacks, and Dinner (Strictly No Pork) June 23, 2022 – Breakfast and AM Snacks (Strictly No Pork)
6	Availability <ul style="list-style-type: none"> • Four (4) to five (5) microphones • 2 wide screens • 1 projector • Wi-Fi or Internet Access • Use of electricity for laptop and projector • Five (5) Extension cords
7	Other inclusions for free <ul style="list-style-type: none"> • Free flowing coffee and water during the training session

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



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also submit)/CDA Registration (for cooperative), 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 **June 20, 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. 8527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGANI D. GALSIM
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 Legal Summit Between the RCMG Legal Service and Bureau's Law Divisions**

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	TOTAL AMOUNT
1	Accommodation for 52 personnel (participants, speakers, secretariats, and facilitators) Twin Sharing June 21 – 22, 2022 26 Rooms x 2 Nights	
2	One (1) Function Room for Plenary sessions (52 pax) - with circular or rectangular tables	
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6	Availability <ul style="list-style-type: none"> • Four (4) to five (5) microphones • 2 wide screens • 1 projector • Wi-Fi or Internet Access • Use of electricity for laptop and projector • Five (5) Extension cords 	
7	Other inclusions for free <ul style="list-style-type: none"> • Free flowing coffee and water during the training session 	

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.



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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)