INTEGRITY

### **REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Lease of Venue for Conduct of Authorized Economic Operator (AEO) Capacity Building Program for BOC Customs Official" 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 Conduct of Authorized Economic

Operator (AEO) Capacity Building Program for BOC

**Customs Official** 

Location:

General Services Division, OCOM Building, Gate 3,

South Harbor, Port Area, Manila

Approved Budget for

the Contract:

**Three Hundred Twelve Thousand Pesos** 

(Php312,000.00) - inclusive of tax

Specifications:

#### LOT 1

ITEM	SPECIFICATION
	TRAINING PACKAGE
	Day 1: 8 August 2023 AM Snack, Lunch, PM Snack 60 pax (57 Participants + 3 Resource Speaker)
	<u>Day 2</u> : 9 August 2023 AM Snack, Lunch, PM Snack 60 pax (57 Participants + 3 Resource Speaker)
1	Day 3: 10 August 2023 AM Snack, Lunch, PM Snack 60 pax (57 Participants + 3 Resource Speaker)
	Flowing coffee/tea and water during the training session
	STRICLY NO PORK
2	ACCOMMODATION 7 August 2023 (Check-In 2:00 PM) 11 August 2023 (Check-Out 12:00 NN)
	3 Single Rooms x 4 Nights
3	One (1) Function Room for Classroom Session (60 pax)
4	Good Lights and Sound System



### BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

ACCOUNTABL

5	Audio Visual Equipment	
6	Availability	
7	Other Inclusions -Minimum 3 wireless microphones -Projector -Wide Screen -Internet Access -flagpole -Podium -Use of electricity for laptops and projector -Signage/tarpaulin -Extensions	
8	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")** 

Submission of quotation and eligibility documents is on or before **August 7, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGNI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



## **BUREAU OF CUSTOMS**





Annex "A"

#### PRICE QUOTATION FORM

Date

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

Project Title: Lease of Venue for Conduct of Authorized Economic Operator (AEO) Capacity Building Program for BOC Customs Official

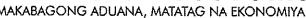
Sir/Madam:

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
	TRAINING PACKAGE  Day 1: 8 August 2023  AM Snack, Lunch, PM Snack, and Dinner 60 pax (57 Participants + 3 Resource Speaker)	
	Day 2: 9 August 2023 Breakfast, AM Snack, Lunch, PM Snack, and Dinner 60 pax (57 Participants + 3 Resource Speaker)	
1	Day 3: 10 August 2023 Breakfast, AM Snack, Lunch, PM Snack 60 pax (57 Participants + 3 Resource Speaker)	
	Flowing coffee/tea and water during the training session  STRICLY NO PORK	
2	ACCOMMODATION 7 August 2023 (Check-In 2:00 PM) 11 August 2023 (Check-Out 12:00 NN) 3 Single Rooms x 4 Nights	
3	One (1) Function Room for Classroom Session (60 pax)	
4	Good Lights and Sound System	
5	Audio Visual Equipment	
6	Availability	



# BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA





7	Other Inclusions -Minimum 3 wireless microphones -Projector -Wide Screen -Internet Access -flagpole -Podium -Use of electricity for laptops and projector -Signage/tarpaulin -Extensions	
8	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	

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	
Phone/Contact Number	
Mayor's Permit No PhilGEPS Registration No (Please submit the photocopies of the ar	 nove documents upon submission of quotation)