



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

November 22, 2023

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Port of Manila, will undertake a procurement for the **LEASE OF VENUE FOR THE 30TH MEETING OF THE ASEAN SINGLE WINDOW STEERING COMMITTEE (ASWSC)** 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 THE 30TH MEETING OF THE ASEAN SINGLE WINDOW STEERING COMMITTEE (ASWSC)**

Location: **City of Manila**

Approved Budget for the Contract: **NINE HUNDRED NINETY-NINE THOUSAND FIVE HUNDRED PESOS ONLY (P 999,500.00), inclusive of tax**

| UNIT | DESCRIPTION | QUANTITY |
|------|--|----------|
| Lot | Lease of Venue for the 30th Meeting of the ASEAN Single Window Steering Committee (ASWSC) <ul style="list-style-type: none">- Date: November 29, 2023, to December 1, 2023- Welcome dinner for 70 pax- Venue for 50 Pax- Inclusive of Buffet lunch and AM / PM snacks- Use of Secretariat Room (4 days)- Accommodation for Phil. Secretariat twin sharing for 5 nights(w/ breakfast)- Venue shall have Conference microphone (13 units)- TV Monitors (5 Monitors), | 1 |



Gate 3, South Harbor, Port Area, Manila 1018
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| | | |
|--|---|--|
| | <ul style="list-style-type: none">- LED Wall Backdrop Screen,- Packaged live streaming for hybrid meeting arrangement. | |
|--|---|--|

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract

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 be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Notarized 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 **November 24, 2023 (10:00 AM)**, manually at the Supply Unit, Administrative Division, Ground Floor POM Prefabricated Building, Port Area Manila.

Award of contract shall be awarded 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 09178629765 or email us at tuazona@customs.gov.ph.

Very truly yours

ATTY. JULITO L. DORIA
Chairperson
Bids and Awards Committee
Port of Manila



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(Annex "A")

PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

| Item | Quantity | Unit Price | Total Price |
|------|----------|------------|-------------|
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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



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