



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 Small Value Procurement for **Management Information System and Technology Group (MISTG) Team Planning**, 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: **Management Information System and Technology Group (MISTG) Team Planning**

Location: **Tagaytay**

Approved Budget for the Contract: **One Hundred Seventy Four Thousand Pesos (Php 174,000.00), inclusive of tax**

Specifications:

QTY	UNIT	DESCRIPTION
1	lot	<p><b>DATE OF EVENT:</b></p> <p>May 25-26, 2017</p> <p><b>LOCATION:</b> Tagaytay (venue TBA)</p> <p><b>SEMINAR ROOM</b> One (1) Function Room good for (58 pax)</p> <p><b>SEATING ARRANGEMENT:</b> Planning Workshop</p> <p><b>INCLUSIONS:</b></p> <ol style="list-style-type: none"><li>1 One (1) Wide screen and LCD Projector</li><li>2 Two to Four microphones</li><li>3 Audio Visual Equipment</li><li>4 Good Lights and Sound system</li><li>5 Free Internet Access</li><li>6 Projector</li></ol> <p><b>FOOD:</b></p> <ol style="list-style-type: none"><li>1. May 25 , 2017- Managed Buffet set-up for 58 pax Breakfast, Lunch and Dinner Snacks AM &amp; PM</li><li>2. May 26,2017 – Managed Buffet set-up for 58 pax Breakfast and Lunch Snacks AM &amp; PM</li></ol> <p><b>AVAILABILITY:</b></p> <ol style="list-style-type: none"><li>1. Use of electricity for laptops and projector</li></ol>

	<ol style="list-style-type: none"> <li>2. Extension cords</li> <li>3. Whiteboard and marker</li> <li>4. Pads and pencil</li> <li>5. Tarpaulin</li> </ol> <p><b>OTHER INCLUSIONS FOR FREE:</b></p> <ol style="list-style-type: none"> <li>1. Use TM Building Amenities (Low Ropes and Obstacle course)</li> <li>2. Free parking slots</li> </ol>
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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, BIR Certificate of Registration (Form 2303), 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 May 24, 2017, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**JOSEPH G. ESCASIO**  
 Officer-in-Charge, Administration Office  
 Internal Administration Group

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 lot	<p><b>DATE OF EVENT:</b> May 25-26, 2017</p> <p><b>LOCATION:</b> Tagaytay (venue TBA)</p> <p><b>SEMINAR ROOM</b> One (1) Function Room good for (58 pax)</p> <p><b>SEATING ARRANGEMENT:</b> Planning Workshop</p> <p><b>INCLUSIONS:</b></p> <ol style="list-style-type: none"><li>1. One (1) Wide screen and LCD Projector</li><li>2. Two (2) wired microphones</li><li>3. Good Lights and Sound system</li><li>4. Notepads and pens for all participants;</li></ol> <p><b>FOOD:</b></p> <ol style="list-style-type: none"><li>1. May 25 , 2017- Managed Buffet set-up for 58 pax Breakfast, Lunch, Dinner Snacks AM &amp; PM</li><li>2. May 26,2017 – Managed Buffet set-up for 58 pax Breakfast and Lunch Snacks AM &amp; PM</li></ol>		



	<p><b>AVAILABILITY:</b></p> <ol style="list-style-type: none"> <li>1. Use of electricity for laptops and projector</li> <li>2. Internet connection</li> <li>3. Extension cords</li> <li>4. Whiteboard and marker</li> </ol> <p><b>OTHER INCLUSIONS FOR FREE:</b></p> <ol style="list-style-type: none"> <li>5. Free flowing coffee, tea and water during the training session</li> <li>6. Free parking slots</li> </ol>		
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Warranty: \_\_\_\_\_ months from the date of delivery

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)