



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 Thirty SevenThousandPesos
(Php137,000.00),inclusive of tax**

Specifications:

QTY	UNIT	DESCRIPTION
1	lot	<p>DATE OF EVENT: April 27-28, 2017</p> <p>LOCATION: Tagaytay (venue TBA)</p> <p>SEMINAR ROOM One (1) Function Room good for (55pax)</p> <p>SEATING ARRANGEMENT: Planning Workshop</p> <p>INCLUSIONS:</p> <ol style="list-style-type: none">1) One (1) Wide screen and LCD Projector2) Two (2) wired microphones3) Good Lights and Sound system4) Notepads and pens for all participants; <p>FOOD:</p> <ol style="list-style-type: none">1. Buffet setup for 55pax2. April 27-28,2017–Breakfast AM/PM snacks, Lunch and Dinner <p>AVAILABILITY:</p> <ol style="list-style-type: none">1. Use of electricity for laptops and projector2. Internet connection3. Extension cords4. Whiteboard and marker <p>OTHER INCLUSIONS FOR FREE:</p> <ol style="list-style-type: none">1. Free flowing coffee, tea and water during the training

		session 2. Free parking slots
--	--	----------------------------------

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 April 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.

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>DATE OF EVENT: April 27-28, 2017</p> <p>LOCATION: Tagaytay (venue TBA)</p> <p>SEMINAR ROOM One (1) Function Room good for (55pax)</p> <p>SEATING ARRANGEMENT: Planning Workshop</p> <p>INCLUSIONS:</p> <ol style="list-style-type: none">1. One (1) Wide screen and LCD Projector2. Two (2) wired microphones3. Good Lights and Sound system4. Notepads and pens for all participants; <p>FOOD:</p> <ol style="list-style-type: none">1. Buffet setup for 55pax2. April 27-28,2017–Breakfast AM/PM snacks, Lunch and Dinner <p>AVAILABILITY:</p> <ol style="list-style-type: none">1. Use of electricity for laptops and projector2. Internet connection3. Extension cords4. Whiteboard and marker		

	<p>OTHER INCLUSIONS FOR FREE:</p> <p>5. Free flowing coffee, tea and water during the training session</p> <p>6. Free parking slots</p>		
--	--	--	--

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)