



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for the Workshop on Development of Human Resource Management (HRM) Roadmap and Scorecard"** 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 Workshop on Development of Human Resource Management (HRM) Roadmap and Scorecard**

Location : **Bureau of Customs, Port Area, Manila**

Approved Budget for the Contract : **Sixty-Seven Thousand Five Hundred Pesos (Php67,500.00)- inclusive of tax**

Specifications :

ITEM	SPECIFICATION
	<b>WORKSHOP ON THE DEVELOPMENT OF HUMAN RESOURCES MANAGEMENT (HRM) ROADMAP AND SCORECARD</b>
1	<b>Meals</b> <b>December 9-11, 2021</b> – AM Snacks, Lunch, & PM Snacks (Plated) > 15 pax  <b>Note:</b> With stationed two (2) waiters during the entire session
2	One (1) Function Room for Classroom discussion (15 pax) > workshop/classroom type with Physical distancing
3	Good Lights and Sound System
4	Audio Visual Equipment
5	Flowing coffee, tea and water during the training session
6	Availability
7	Other Inclusions for free: > Minimum of 3 wireless microphones > Projector > Wide screen > Internet access > Flagpole > Podium > Use of electricity for laptops and projector > Candies > Extension cords
8	Send bill

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), 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 **December 6, 2021, 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](mailto: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

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	UNIT PRICE	TOTAL PRICE
1	<b>WORKSHOP ON THE DEVELOPMENT OF HUMAN RESOURCES MANAGEMENT (HRM) ROADMAP AND SCORECARD</b>  <b>Meals</b> <b>December 9-11, 2021</b> – AM Snacks, Lunch, & PM Snacks (Plated) ➤ 15 pax  <b>Note:</b> With stationed two (2) waiters during the entire session		
2	One (1) Function Room for Classroom discussion (15 pax) ➤ workshop/classroom type with Physical distancing		
3	Good Lights and Sound System		
4	Audio Visual Equipment		
5	Flowing coffee, tea and water during the training session		
6	Availability		
7	Other Inclusions for free: ➤ Minimum of 3 wireless microphones ➤ Projector ➤ Wide screen ➤ Internet access ➤ Flagpole ➤ Podium ➤ Use of electricity for laptops and projector ➤ Candies ➤ Extension cords		
8	Send bill		

Total amount in words: \_\_\_\_\_

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



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\_\_\_\_\_  
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)