



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Lease of Venue for Post Clearance Audit Summit”** 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 Post Clearance Audit Summit**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Four Hundred Sixty-Nine Thousand Eight Hundred (Php469,800.00) - inclusive of tax**  
 Specifications:

**LOT 1**

ITEM	SPECIFICATION
1	<p><b><u>TRAINING PACKAGE</u></b></p> <p><b>MEAL AND VENUE: HOTEL IN SUBIC ONLY</b></p> <p><b>Day 1:</b> May 10, 2023 (Half Day) Lunch, PM Snack, and Dinner (60 pax)</p> <p><b>Day 2:</b> May 11, 2023 (Whole Day) (62 pax)</p> <p><b>Day 3:</b> May 12, 2023 (Whole Day) (62 pax)</p> <p>Flowing coffee/tea and water during the training session  <b>STRICTLY NO PORK</b></p> <p><b><u>ACCOMMODATION</u></b></p> <p><u>May 10, 2023 (Check-In 11:00 AM)</u>            3 Single Room Occupancy x 1 Day            29 Twin Sharing Room x 1 Day</p> <p><u>May 11 and 12, 2023 (Check-Out 12:00 NN)</u>            3 Single Room Occupancy x 1 Day            30 Twin Sharing Room x 1 Day</p>
2	<p><b>One (1) Function Room for Plenary sessions (60 pax)</b></p>



3	<b>Good Lights and Sound System</b>
4	<b>Audio visual equipment</b>
5	<b>Flowing coffee, tea and water during the training session</b>
6	<b>Availability</b>
7	<b>Other Inclusions for free</b> <ul style="list-style-type: none"> <li>• Minimum of 3 wireless microphones</li> <li>• Projector</li> <li>• Wide screen</li> <li>• Internet access</li> <li>• Flagpole</li> <li>• Podium</li> <li>• Use of electricity for laptops and projector</li> <li>• Extension cords</li> <li>• Signage / tarpaulin</li> </ul>
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 **May 8, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).



Very truly yours,

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

*\* for case of venue for P-Clearance  
Audit Summary*



Annex "A"

## PRICE QUOTATION FORM

Date

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

Project Title: **Lease of Venue for Post Clearance Audit Summit**

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
1	<p><b><u>TRAINING PACKAGE</u></b></p> <p><b>MEAL AND VENUE: HOTEL IN SUBIC ONLY</b></p> <p><b>Day 1:</b> May 10, 2023 (Half Day) Lunch, PM Snack, and Dinner (60 pax)</p> <p><b>Day 2:</b> May 11, 2023 (Whole Day) (62 pax)</p> <p><b>Day 3:</b> May 12, 2023 (Whole Day) (62 pax)</p> <p>Flowing coffee/tea and water during the training session <b>STRICTLY NO PORK</b></p> <p><b><u>ACCOMMODATION</u></b></p> <p><u>May 10, 2023 (Check-In 11:00 AM)</u> 3 Single Room Occupancy x 1 Day 29 Twin Sharing Room x 1 Day</p> <p><u>May 11 and 12, 2023 (Check-Out 12:00 NN)</u> 3 Single Room Occupancy x 1 Day 30 Twin Sharing Room x 1 Day</p>	
2	<b>One (1) Function Room for Plenary sessions (60 pax)</b>	
3	<b>Good Lights and Sound System</b>	



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6	<b>Availability</b>	
7	<b>Other Inclusions for free</b> <ul style="list-style-type: none"> <li>• Minimum of 3 wireless microphones</li> <li>• Projector</li> <li>• Wide screen</li> <li>• Internet access</li> <li>• Flagpole</li> <li>• Podium</li> <li>• Use of electricity for laptops and projector</li> <li>• Extension cords</li> <li>• Signage / tarpaulin</li> </ul>	
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 above documents upon submission of quotation)