



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 a Small Value for Procurement of Lease of Venue for the conduct of a 2-day BOC SPMS Training of Trainers, 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 conduct of a 2-day BOC SPMS Training of Trainers  
 Location : Tagaytay/Batangas  
 Approved Budget for the Contract: Three Hundred Eighty Nine Thousand Pesos (Php389,000.00)  
 -inclusive of tax

Specifications :

QTY.	DESCRIPTION
70 pax	<p><b>ACCOMMODATION</b></p> <p>22 Triple/2 twin sharing rooms</p> <p><b>SEMINAR ROOM</b></p> <p>One (1) air-conditioned function room with a maximum capacity of seventy (70) pax for two (2) days on December 1-2, 2016, from 8:00 AM to 5:00 PM (with possible extension time of up to 7 pm)</p> <p>Location: Tagaytay City</p> <p>Seating Arrangement: Workshop type</p> <p>Inclusions:</p> <ol style="list-style-type: none"> <li>1. Separate table and chair set-up for Secretariat including Registration Table;</li> <li>2. With Audio and video system and at least two (2) conference microphones;</li> <li>3. Wide screen and LCD projector;</li> <li>4. Notepads and pens for all participants;</li> <li>5. Candies and mints</li> <li>6. Free flowing coffee, tea and water;</li> <li>7. Digital signage and directional</li> </ol>
	<p><b>FOOD</b></p> <ol style="list-style-type: none"> <li>1. Provide full board meals for a minimum of seventy (70) pax on November 24-25, 2016</li> <li>2. Food must be ready at least ten (10) minutes before the set meal schedule</li> <li>3. Proposed menus shall be submitted to the Bureau of Customs and food tasting shall be conducted during the ocular inspection (if applicable);</li> <li>4. Actual menus shall be subject approval of Bureau of Customs; and             <ol style="list-style-type: none"> <li>a) The service provider shall provide a separate room/venue for the lunch</li> </ol> </li> </ol>
	<p><b>Availability</b> (December 1-2, 2016)</p>
	<p>Other Inclusive for FREE</p> <ul style="list-style-type: none"> <li>-Internet access to all participants</li> <li>-Provision of two (2) flagpoles</li> <li>-Free parking slots</li> <li>-Extension cords</li> </ul>

-Use of electricity for laptops and other necessary equipment
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Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, 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 29, 2016 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 initialled 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 bocbacsecretariat2014@gmail.com

Very truly yours,



**JOSEPH G. ESCASIO**  
Office-in-Charge, Administrative 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
	<p><b>ACCOMMODATION</b></p> <p>22 Triple/2 twin sharing rooms</p> <p><b>SEMINAR ROOM</b></p> <p>One (1) air-conditioned function room with a maximum capacity of seventy (70) pax for two (2) days on December 1-2, 2016, from 8:00 AM to 5:00 PM (with possible extension time of up to 7 pm)</p> <p>Location: Tagaytay City</p> <p>Seating Arrangement: Workshop type</p> <p>Inclusions:</p> <ul style="list-style-type: none"><li>Separate table and chair set-up for Secretariat including Registration Table;</li><li>1. With Audio and video system and at least two (2) conference microphones;</li><li>2. Wide screen and LCD projector;</li><li>3. Notepads and pens for all participants;</li><li>4. Candies and mints</li><li>5. Free flowing coffee, tea and water;</li><li>6. Free flowing coffee, tea and water;</li><li>7. Digital signage and directional</li></ul>		
	<p><b>FOOD</b></p> <ul style="list-style-type: none"><li>1. Provide full board meals for a minimum of seventy (70) pax on November 24-25, 2016</li><li>2. Food must be ready at least ten (10) minutes before the set meal schedule</li><li>3. Proposed menus shall be submitted to the Bureau of Customs</li></ul>		

	and food tasting shall be conducted during the ocular inspection (if applicable); 4. Actual menus shall be subject approval of Bureau of Customs; and a)The service provider shall provide a separate room/venue for the lunch		
	<b>Availability</b> (December 1-2, 2016)		
	Other Inclusive for FREE -Internet access to all participants -Provision of two (2) flagpoles -Free parking slots -Extension cords -Use of electricity for laptops and other necessary equipment		

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)