



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for BOC's Hosting for the 2nd Joint Validation Visit of ASEAN AEO MRA in the Philippines"** 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 BOC's Hosting for the 2nd Joint Validation Visit of ASEAN AEO MRA in the Philippines**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Two Hundred Forty-Four Thousand Seven Hundred Fifty Pesos (Php244,750.00) - inclusive of tax**

LOT 1

ITEM	SPECIFICATION
1	<p>2nd Joint Validation Visit of Asean Aeo Mra in the Philippines Welcome Dinner</p> <p>ASEAN AEO DELEGATES AND BOC OFFICERS 50 pax</p> <p>Date: December 14, 2022</p> <p>Note: With stationed two (2) waiter during the entire session to assist</p>
2	One (1) Function Room for round table type set-up 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	<p>Other inclusions for free</p> <ul style="list-style-type: none"> • Wide screen • Minimum of 3 wireless microphones • Projector • Internet Access • Flagpole • Podium • Pads and pencils • Use of Electricity for laptops and projector • Candies • Extension cords • Signage / Tarpaulin
5	Send Bill



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ACCOUNTABILITY

LOT 2

ITEM	SPECIFICATION
1	2 nd Joint Validation Visit of Asean Aeo Mra in the Philippines FAREWELL LUNCH ASEAN AEO DELEGATES AND BOC OFFICERS 50 Pax Date: December 15, 2022 Note: With stationed two (2) waiter during the entire session to assist.
2	One (1) Function Room for round table type set-up with Physical distancing
3	Good Lights and Sound System
4	Audio Visual Equipment
5	Flowing coffee, tea and water during the cultural show
6	Availability
7	Other inclusions: - Cultural Show - Signage / Tarpaulin
7	Send Bill

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall 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 signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **December 09, 2022, 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.



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For inquiry, you may contact us at Telefax no. 8527-9757 or email us at 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

Project Title: **Lease of Venue for Welcome Dinner with Cultural Show for the 3rd Workshop on the Implementation of the ASEAN-Harmonized Tariff Nomenclature (AHTN) 2022**

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:

LOT 1

ITEM	SPECIFICATION	ABC	Total Amount
1	2 nd Joint Validation Visit of Asean Aeo Mra in the Philippines Welcome Dinner ASEAN AEO DELEGATES AND BOC OFFICERS 50 pax Date: December 14, 2022 Note: With stationed two (2) waiter during the entire session to assist	PHP 140,000.00	
2	One (1) Function Room for round table type set-up 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 <ul style="list-style-type: none"> • Wide screen • Minimum of 3 wireless microphones • Projector • Internet Access • Flagpole • Podium • Pads and pencils 		



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	<ul style="list-style-type: none"> • Use of Electricity for laptops and projector • Candies • Extension cords Signage / Tarpaulin		
8	Send Bill		

LOT 2

ITEM	SPECIFICATION	ABC	Total Amount
1	2 nd Joint Validation Visit of Asean Aeo Mra in the Philippines FAREWELL LUNCH ASEAN AEO DELEGATES AND BOC OFFICERS 50 Pax Date: December 15, 2022 Note: With stationed two (2) waiter during the entire session to assist.	PHP 104,750.00	
2	One (1) Function Room for round table type set-up with Physical distancing		
3	Good Lights and Sound System		
4	Audio Visual Equipment		
5	Flowing coffee, tea and water during the cultural show		
6	Availability		
7	Other inclusions: - Cultural Show - Signage / Tarpaulin		
7	Send Bill		

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



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)