



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Budget Preparation FY 2024"** 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 Budget Preparation FY 2024**

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

Approved Budget for the Contract: **Two Hundred Thirteen Thousand Pesos (Php213,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Lease of Venue for Budget Preparation Planning for FY 2024 <ul style="list-style-type: none"> • 47 personnel (participants, resource person, and facilitators) • February 2-3, 2023 • Triple Sharing – 15 rooms x 1 night • Twin Sharing – 2 rooms x 1 night
2	One (1) Function Room for Plenary sessions (45 pax) – class type tables
3	Venue: Hotel in Tagaytay City, Cavite
4	Good Lights and Sound System
5	Audio Visual Equipment
6	Food (buffet) for 47 pax for the inclusive dates: Serving Time: February 2, 2023 <ul style="list-style-type: none"> • AM Snacks (9:00am) • Lunch (12:00nn) • PM Snacks (3:00pm) • Dinner (7:00pm) • (Strictly No Pork) February 3, 2022 <ul style="list-style-type: none"> • Breakfast Buffet • Lunch (12:00nn) • PM Snacks (3:00pm) • (Strictly No Pork)
7	Availability



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<ul style="list-style-type: none"> • four (4) to five (5) microphones • 2 wide screen • 2 projectors • Wifi or Internet Access • use of electricity for laptop and projector • (5) extension cords
8	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> • Free Flowing coffee and water during the training session

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, tabbed /labeled, and envelope sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **January 30, 2023, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**

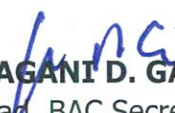
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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.

Very truly yours,


ISAGANI D. GALSIM
 Head, BAC Secretariat/
 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 Budget Preparation FY 2024**

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	Lease of Venue for Budget Preparation Planning for FY 2024 <ul style="list-style-type: none"> 47 personnel (participants, resource person, and facilitators) February 2-3, 2023 Triple Sharing – 15 rooms x 1 night Twin Sharing – 2 rooms x 1 night 	
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3	Venue: Hotel in Tagaytay City, Cavite	
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6	Food (buffet) for 47 pax for the inclusive dates: Serving Time: February 2, 2023 <ul style="list-style-type: none"> AM Snacks (9:00am) Lunch (12:00nn) PM Snacks (3:00pm) Dinner (7:00pm) (Strictly No Pork) February 3, 2022 <ul style="list-style-type: none"> Breakfast Buffet Lunch (12:00nn) PM Snacks (3:00pm) (Strictly No Pork) 	
7	Availability <ul style="list-style-type: none"> four (4) to five (5) microphones 	



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	<ul style="list-style-type: none"> • 2 wide screen • 2 projectors • Wifi or Internet Access • use of electricity for laptop and projector • (5) extension cords 	
8	Other Inclusions for free <ul style="list-style-type: none"> • Free Flowing coffee and water during the training session 	

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)