



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Bureau of Customs (BOC) and Department of Justice (DOJ) Legal Summit to be held on 13-14 April 2023 (Batch 1) and 20-21 April 2023 (Batch 2) in Clark or Subic"** 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 Bureau of Customs (BOC) and Department of Justice (DOJ) Legal Summit to be held on 13-14 April 2023 (Batch 1) and 20-21 April 2023 (Batch 2) in Clark or Subic**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Five Hundred Ninety-nine Thousand Two Hundred Pesos (Php599,200.00) - inclusive of tax**
- Specifications:

### LOT 1

ITEM	SPECIFICATION
1	<p><b>Lease of Venue for Bureau of Customs (BOC) and Department of Justice (DOJ) Legal Summit to be held on 13-14 April 2023 (Batch 1) and 20-21 April 2023 (Batch 2) in Clark or Subic</b></p> <p><b>Food</b></p> <p><b>Batch 1 (13-14 April 2023)</b></p> <p>50 pax (30 BOC and 20 DOJ) x 2 days</p> <p><b>Batch 2 (20-21 April 2023)</b></p> <p>62 pax (40 BOC and 22 DOJ) x 2 days</p> <p><b>Note:</b></p> <p>With stationed two (2) waiters during the entire session to assist</p>



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

2	<p><b>Room Accommodation</b></p> <p><b>Batch 1 (13-14 April 2023) (Single and Twin Sharing Rooms)</b>  28 twin sharing rooms x 2 nights  3 Single Rooms x 2 nights</p> <p><b>Batch 2 (20-21 April 2023) (Single and Twin Sharing Rooms)</b>  31 twin sharing rooms x 2 nights  3 Single Rooms x 2 nights</p>
3	<b>One (1) Function Room (Classroom Set-up) (60 pax)</b>
4	<b>Good Lights and Sound System</b>
5	<b>Audio visual equipment (Projector and widescreen)</b>
6	<b>Flowing coffee, tea and water during the training session</b>
7	<b>Place: Ermita, Manila</b>
8	<b>Availability</b>
9	<p><b>Other Inclusions for free</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 wireless microphones</li> <li>• Projects</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>• Pads and pencils</li> <li>• Candies</li> <li>• Extension cords</li> <li>• Signage / tarpaulin</li> </ul>
10	<b>Location: Clark or Subic</b>
11	<b>Send Bill</b>

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



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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 **April 11, 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**  
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 Bureau of Customs (BOC) and Department of Justice (DOJ) Legal Summit to be held on 13-14 April 2023 (Batch 1) and 20-21 April 2023 (Batch 2) in Clark or Subic**

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>Lease of Venue for Bureau of Customs (BOC) and Department of Justice (DOJ) Legal Summit to be held on 13-14 April 2023 (Batch 1) and 20-21 April 2023 (Batch 2) in Clark or Subic</b></p> <p><b>Food</b></p> <p><b>Batch 1 (13-14 April 2023)</b> 50 pax (30 BOC and 20 DOJ) x 2 days</p> <p><b>Batch 2 (20-21 April 2023)</b> 62 pax (40 BOC and 22 DOJ) x 2 days</p> <p><b>Note:</b> With stationed two (2) waiters during the entire session to assist</p>	





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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)