



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

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 Communications Summit 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 BOC Communications Summit 2024**

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

Approved Budget for the Contract: **Two Hundred Ninety-Nine Thousand Five Hundred Pesos (Php299,500.00) - inclusive of tax**

Specifications :

LOT 1

ITEM	SPECIFICATION
1	Lease of Venue for BOC Communications Summit 2024 70 personnel (participants, resource person and facilitators) <u>April 11, 2024 to April 12, 2024</u> Accommodation 3 Superior Room for the Speakers x 1 night 15 Triple Sharing Room for 45 pax x 1 night Hotel in Manila
2	One (1) Function Room for Plenary Session (70 pax) - Banquet type tables
3	Good Lights and Sound System
4	Audio Visual Equipment
5	Projector and Screens
6	Food (Buffet) for 70 pax for the inclusive dates: Serving Time: April 11, 2024 Breakfast: 6:00 AM Lunch: 12:00 Noon PM Snacks: 3:00 PM Dinner: 7:00 PM April 12, 2024 Breakfast Buffet Lunch: 12:00 Noon STRICKLY NO PORK

7	<p>Availability</p> <ul style="list-style-type: none"> - Four (4) to Five (5) microphones - 2 wide screens - 2 projectors - Wi-Fi 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 - Pens and Pads - Mints and Candies

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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **March 11, 2024, 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. 8526-6571 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 BOC Communications Summit 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:

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8	Other Inclusions for FREE - Free Flowing coffee and water during the training session - Pens and Pads - Mints and Candies	
TOTAL AMOUNT		

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)