



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Drafting of CAO for SGL Program"** 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 Drafting of CAO for SGL Program**

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

Approved Budget for the Contract: **Seventy Six Thousand Pesos (Php76,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Food for the inclusive dates: September 8-9, 2022 -- (19 pax) AM Snacks, Buffet Lunch, and PM Snacks (Strictly No Pork)  Note: With Stationed One (1) waiter during the entire session to assist
2	Rated as 4 Star Hotel
3	Venue: Within Malate, Manila Area Only
4	One (1) Function Room for Plenary Sessions (19 pax) – Classroom Type
5	Good Lights and Sound System
6	Audio Visual Equipment
7	Other inclusions for free <ul style="list-style-type: none"> <li>• Free flowing coffee and water during the training session</li> </ul>
8	Availability <ul style="list-style-type: none"> <li>• Three (3) microphones</li> <li>• 1 wide screens</li> <li>• 1 projector</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>
9	Send Bill



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Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit)/CDA Registration (for cooperative), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **September 06, 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.

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**  
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 Drafting of CAO for SGL Program**

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	Food for the inclusive dates:  September 8-9, 2022 – (19 pax) AM Snacks, Buffet Lunch, and PM Snacks (Strictly No Pork)  Note: With Stationed One (1) waiter during the entire session to assist	
2	Rated as 4 Star Hotel	
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Total amount in words:

**The above-quoted prices are inclusive of all costs and applicable taxes.**



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\_\_\_\_\_  
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)