



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Welcome Dinner with Cultural Show for the 3<sup>rd</sup> Workshop on the Implementation of the ASEAN-Harmonized Tariff Nomenclature (AHTN) 2022"** 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 Welcome Dinner with Cultural Show for the 3<sup>rd</sup> Workshop on the Implementation of the ASEAN-Harmonized Tariff Nomenclature (AHTN) 2022**

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

Approved Budget for the Contract: **Two Hundred Twenty-Five Thousand Pesos (Php225,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	Welcome Dinner with Cultural Show for the 3 <sup>rd</sup> Workshop on the Implementation of the ASEAN-Harmonized Tariff Nomenclature (AHTN) 2022 Date: October 11, 2022
2	Food: <ul style="list-style-type: none"> <li>• Buffet Dinner (HALAL) for maximum of 70 pax (Note: Hotel must have HALAL Certification)</li> <li>• Free flowing coffee or hot tea and water</li> <li>• With stationed waiters during the entire session to serve and assist</li> </ul>
3	Venue: <ul style="list-style-type: none"> <li>• One (1) function room for Welcome Dinner (70 pax)</li> <li>• Round table set-up with physical distancing</li> <li>• 5-hours use of function room with basic lights and sound system</li> <li>• Flower centerpiece for each table</li> <li>• Wi-Fi connection</li> <li>• Name cards/place cards for VIP table</li> </ul>
4	Cultural Show: <ul style="list-style-type: none"> <li>• Cultural presentation during the dinner</li> <li>• Holding room area for the performs</li> </ul>
5	Other inclusions for free <ul style="list-style-type: none"> <li>• Wide screen</li> <li>• Projector screen</li> <li>• Rostrum/Podium</li> <li>• Welcome signages</li> <li>• Use of Electricity</li> </ul>



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

6	Availability <ul style="list-style-type: none"><li>• Parking Space</li></ul>
7	Send Bill Arrangement

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 **October 3, 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 Welcome Dinner with Cultural Show for the 3<sup>rd</sup> 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:

ITEM	SPECIFICATION	Total Amount
1	Welcome Dinner with Cultural Show for the 3 <sup>rd</sup> Workshop on the Implementation of the ASEAN-Harmonized Tariff Nomenclature (AHTN) 2022  Date: October 11, 2022	
2	Food: <ul style="list-style-type: none"> <li>• Buffet Dinner (HALAL) for maximum of 70 pax (Note: Hotel must have HALAL Certification)</li> <li>• Free flowing coffee or hot tea and water</li> </ul> With stationed waiters during the entire session to serve and assist	
3	Venue: <ul style="list-style-type: none"> <li>• One (1) function room for Welcome Dinner (70 pax)</li> <li>• Round table set-up with physical distancing</li> <li>• 5-hours use of function room with basic lights and sound system</li> <li>• Flower centerpiece for each table</li> <li>• Wi-Fi connection</li> </ul> Name cards/place cards for VIP table	
4	Cultural Show: <ul style="list-style-type: none"> <li>• Cultural presentation during the dinner</li> </ul> Holding room area for the performs	
5	Other inclusions for free <ul style="list-style-type: none"> <li>• Wide screen</li> <li>• Projector screen</li> <li>• Rostrum/Podium</li> <li>• Welcome signages</li> </ul> Use of Electricity	
6	Availability Parking Space	
7	Send Bill Arrangement	



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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)