



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue for Conduct of BOC Top Executive Retreat (TER)"** 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 Conduct of BOC Top Executive Retreat (TER)**

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

Approved Budget for the Contract: **Four Hundred Fifty-Nine Thousand Five Hundred Pesos (Php459,500.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM	SPECIFICATION
1	<p>WCO-BOC Top Executive Retreat (Palawan)</p> <p>Welcome Dinner for March 29, 2022: 12 pax</p> <p>Farewell Dinner for April 2, 2022: 24 pax</p> <p>Note: With stationed two (2) waiters during the entire session to assist</p>
2	<p>ROOMS FOR BOC PERSONNEL (7 Twin Sharing Rooms (2 rooms with additional 1 bed each))</p> <p>March 28- twin room with extra bed x 1 night March 29 to April 3, 2022 – 2 rooms x 5 nights March 29 to April 3, 2022 – 1 room with extra bed x 5 nights March 30 to April 3, 2022 – 3 rooms x 4 nights</p>
3	One (1) Function Room for Plenary sessions (11 pax) with Physical distancing
4	Good Lights and Sound System
5	Audio visual equipment
6	Flowing coffee, tea and water during the training session
7	Availability
8	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> - minimum of 3 wireless microphones - projector - wide screen - internet access - flagpole - podium



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<ul style="list-style-type: none"> - use of electricity for laptops and projector - pads and pencils - candies - extension cords - signage / tarpaulin
9	Send bill

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 **March 25, 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.

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

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	UNIT PRICE	TOTAL PRICE
1	<p>WCO-BOC Top Executive Retreat (Palawan) Welcome Dinner for March 29, 2022: 12 pax</p> <p>Farewell Dinner for April 2, 2022: 24 pax</p> <p>Note: With stationed two (2) waiters during the entire session to assist</p>		
2	<p>ROOMS FOR BOC PERSONNEL (7 Twin Sharing Rooms (2 rooms with additional 1 bed each))</p> <p>March 28- twin room with extra bed x 1 night March 29 to April 3, 2022 – 2 rooms x 5 nights March 29 to April 3, 2022 – 1 room with extra bed x 5 nights March 30 to April 3, 2022 – 3 rooms x 4 nights</p>		
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8	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> - minimum of 3 wireless microphones - projector - wide screen - internet access - flagpole - podium - use of electricity for laptops and projector - pads and pencils - candies - extension cords - signage / tarpaulin 		
9	Send bill		



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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

Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)