



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 2023"** 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 2023**

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

Approved Budget for the Contract: **Five Hundred Thousand Pesos (Php500,000.00) - inclusive of tax**

Specifications:

1 LOT

ITEM	SPECIFICATION
1	<p>ACCOMODATION FOR BOC COMMUNICATIONS SUMMIT 2023</p> <p>65 personnel (participants, resource person, and facilitators)</p> <p>Date: March 29-31, 2023</p> <p>Triple Sharing</p> <ul style="list-style-type: none"> • Php 6,500.00 x 10 rooms x 2 nights <p>Twin Sharing</p> <ul style="list-style-type: none"> • Php 5,500.00 x 20 rooms x 2 nights
2	One (1) Function Room for Plenary sessions (65 pax) – banquet type tables
3	Good Lights and Sound System
5	Audio visual equipment
6	<p>Food (buffet) for 65 pax for the inclusive dates:</p> <p>Serving Time:</p> <p>March 28, 2023</p>



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<p>Lunch (12:00nn) PM Snacks (3:00pm) Dinner (7:00pm) (Strictly No Pork)</p> <p>March 29, 2023</p> <p>Breakfast Buffet Lunch (12:00nn) PM Snacks (3:00pm) Dinner (7:00pm) (Strictly No Pork)</p> <p>March 30, 2023</p> <p>Breakfast Buffet Lunch (12:00nn) PM Snacks (3:00pm)</p>	
7	<p>Availability</p> <ul style="list-style-type: none"> • four (4) to five (5) microphones • 2 wide screen • 2 projectors • Wifi 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 Notepad • Parking 	
9	<p>Location: Hotel in Subic</p>	

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 Omnibus



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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 **March 24, 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.

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 2023**

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>ACCOMODATION FOR BOC COMMUNICATIONS SUMMIT 2023</p> <p>65 personnel (participants, resource person, and facilitators)</p> <p>Date: March 29-31, 2023</p> <p>Triple Sharing</p> <ul style="list-style-type: none"> Php 6,500.00 x 10 rooms x 2 nights <p>Twin Sharing</p> <ul style="list-style-type: none"> Php 5,500.00 x 20 rooms x 2 nights 	
2	One (1) Function Room for Plenary sessions (65 pax) – banquet type tables	
3	Good Lights and Sound System	
4	Audio visual equipment	
5	<p>Food (buffet) for 65 pax for the inclusive dates:</p> <p>Serving Time:</p> <p>March 28, 2023</p> <p>Lunch (12:00nn)</p> <p>PM Snacks (3:00pm)</p>	



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	Dinner (7:00pm) (Strictly No Pork) March 29, 2023 Breakfast Buffet Lunch (12:00nn) PM Snacks (3:00pm) Dinner (7:00pm) (Strictly No Pork) March 30, 2023 Breakfast Buffet Lunch (12:00nn) PM Snacks (3:00pm)	
6	Availability <ul style="list-style-type: none"> • four (4) to five (5) microphones • 2 wide screen • 2 projectors • Wifi or Internet Access • use of electricity for laptop and projector • - (5) extension cords 	
7	Other Inclusions for free <ul style="list-style-type: none"> • Free Flowing coffee and water during the training session • Pens and Notepad • Parking 	
8	Location: Hotel in Subic	
	TOTAL	

Total amount in words:

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

Very truly yours,



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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)