



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Lease of Venue for the Management Information System and Technology Group (MISTG) Team Building Activity (TBA)”** 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 the Management Information System and Technology Group (MISTG) Team Building Activity (TBA)**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Two Hundred Thirty-Seven Thousand Six Hundred Pesos (Php237,600.00) - inclusive of tax**
- Specifications:

LOT 1

ITEM	SPECIFICATION
1	<p>ACCOMMODATION FOR 72 PAX (May 20-21, 2023, Saturday and Sunday)</p> <ul style="list-style-type: none"> - Use of fully air-conditioned rooms - With bathroom and toiletries
2	<p>MEALS</p> <ul style="list-style-type: none"> - Day 1: Lunch, PM Snacks, Dinner - Day 2: Breakfast, AM Snacks, Lunch <p>Lunch and Dinner includes: Meat Dish, Fish Dish, Veggie Dish, Soup, Rice, Drinks, and Dessert</p>
3	<p>Airconditioned Function Hall with the following amenities:</p> <ul style="list-style-type: none"> - LCD Projector and Wide Screen - Wi-Fi Access - Sound System, Microphones - Unlimited coffee - Hot and cold water dispenser <p>Function Hall Hours: 10 AM on check-in day to 12 PM on check-out day.</p>
4	<p>Team Building Activity</p> <p>Provided by the Resort with Facilitator/s</p>



5	Resort Amenities: <ul style="list-style-type: none">- Free use of swimming pool/s- Free use of other resort amenities
6	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.

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 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 **May 15, 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 the Management Information System and Technology Group (MISTG) Team Building Activity (TBA)

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	ACCOMMODATION FOR 72 PAX (May 20-21, 2023, Saturday and Sunday) <ul style="list-style-type: none"> - Use of fully air-conditioned rooms - With bathroom and toiletries 	
2	MEALS <ul style="list-style-type: none"> - Day 1: Lunch, PM Snacks, Dinner - Day 2: Breakfast, AM Snacks, Lunch Lunch and Dinner includes: Meat Dish, Fish Dish, Veggie Dish, Soup, Rice, Drinks, and Dessert	
3	Airconditioned Function Hall with the following amenities: <ul style="list-style-type: none"> - LCD Projector and Wide Screen - Wi-Fi Access - Sound System, Microphones - Unlimited coffee - Hot and cold water dispenser Function Hall Hours: 10 AM on check-in day to 12 PM on check-out day.	
4	Team Building Activity Provided by the Resort with Facilitator/s	
5	Resort Amenities: <ul style="list-style-type: none"> - Free use of swimming pool/s - Free use of other resort amenities 	



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

6	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	
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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)