



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Lease of Venue for Super Green Lane (SGL) Stakeholder’s Summit and Drafting of Rules and Regulations 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 Super Green Lane (SGL) Stakeholder’s Summit and Drafting of Rules and Regulations for SGL Program**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Three Hundred Seventy-five Thousand Pesos (Php375,000.00) - inclusive of tax**
- Specifications:

LOT 1

ITEM	SPECIFICATION
1	<p>Lease of Venue for Super Green Lane (SGL) Stakeholder’s Summit and Drafting of Rules and Regulations for SGL Program</p> <p>Proposed Date: 4-6 October 2023</p> <ul style="list-style-type: none"> - 04 October 2023 (Super Green Lane (SGL) Stakeholders Summit): 125 pax - 05-06 October 2023 (Drafting of Rules and Regulation for SGL Program): 25 pax <p>Venue: (inclusions: food, projector, sound system, set-up of room etc.) Function Room</p> <p>Note: With stationed one (1) waiter during the entire session to assist</p>
2	<p><u>04 October 2023</u></p> <p>Food: Morning Snack Classic Buffet Lunch with one (1) round of drink Afternoon snack Flowing coffee, tea, and water during the training session</p> <p><u>05-06 October 2023</u></p> <p>Food: Morning Snack Plated Lunch with one (1) round of drink Afternoon snack</p>



	Flowing coffee, tea, and water during the training session
3	Within Malate, Manila Area
4	Good Lights and Sound System
5	Audio Visual Equipment
6	Availability
7	Other Inclusions for free <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
8	Send Bill

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 **September 25, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA




PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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 Super Green Lane (SGL) Stakeholder's Summit and Drafting of Rules and Regulations 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	<p>Lease of Venue for Super Green Lane (SGL) Stakeholder's Summit and Drafting of Rules and Regulations for SGL Program</p> <p>Proposed Date: 4-6 October 2023</p> <ul style="list-style-type: none"> - 04 October 2023 (Super Green Lane (SGL) Stakeholders Summit): 125 pax - 05-06 October 2023 (Drafting of Rules and Regulation for SGL Program): 25 pax <p>Venue: (inclusions: food, projector, sound system, set-up of room etc.) Function Room</p> <p>Note: With stationed one (1) waiter during the entire session to assist</p>	
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3	Within Malate, Manila Area	
4	Good Lights and Sound System	



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PROFESSIONALISM

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5	Audio Visual Equipment	
6	Availability	
7	Other Inclusions for free <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 	
8	Send Bill	

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)