



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Lease of Venue for PCAG Team Building Activity**" 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 PCAG Team Building Activity**  
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **One Hundred Thirty-Five Thousand Three Hundred Pesos (Php135,300.00) - inclusive of tax**

Specifications :

### LOT 1

| ITEM | SPECIFICATION  |
|------|--|
| 1    | <b>Lease of Venue for PCAG Team Building Activity</b><br><u>Meal and Venue: Hotel in Batangas</u><br><b>11 and 12 June 2024 – 41 pax</b><br>Quadruple Sharing Room – 9 rooms – 1 night<br>Quintuple Sharing Room – 1 room – 1 night<br><b>11 June 2024</b> - Breakfast, Lunch, and Dinner – 41 pax<br><b>12 June 2024</b> - Breakfast and Lunch – 41 pax |
| 2    | One (1) Function Room for Plenary Session (41 pax)   |
| 3    | Good Lights and Sound System   |
| 4    | Audio Visual Equipment   |
| 5    | Flowing coffee, tea, and water during the activity   |
| 6    | Other Inclusions for free <ul style="list-style-type: none"><li>- Minimum of three (3) wireless microphones</li><li>- Projector</li><li>- Wide Screen</li><li>- Internet Access</li><li>- Podium</li><li>- Use of electricity for laptops and projector</li><li>- Signage/tarpaulin</li><li>- Extensions</li></ul>                                       |
| 7    | Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.   |



Gate 3, South Harbor, Port Area, Manila 1018

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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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **June 10, 2024, 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](mailto:bacsecretariat@customs.gov.ph) or [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

**ISAGAND 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 PCAG Team Building Activity**

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    | <b>Lease of Venue for PCAG Team Building Activity</b><br><u>Meal and Venue: Hotel in Batangas</u><br><br><b>11 and 12 June 2024 – 41 pax</b><br>Quadruple Sharing Room – 9 rooms – 1 night<br>Quintuple Sharing Room – 1 room – 1 night<br><br><b>11 June 2024</b> - Breakfast, Lunch, and Dinner – 41 pax<br><b>12 June 2024</b> - Breakfast and Lunch – 41 pax |              |
| 2    | One (1) Function Room for Plenary Session (41 pax)   |              |
| 3    | Good Lights and Sound System   |              |
| 4    | Audio Visual Equipment   |              |
| 5    | Flowing coffee, tea, and water during the training   |              |
| 6    | Other Inclusions for free <ul style="list-style-type: none"><li>- Minimum of three (3) wireless microphones</li><li>- Projector</li><li>- Wide Screen</li><li>- Internet Access</li><li>- Podium</li><li>- Use of electricity for laptops and projector</li><li>- Signage/tarpaulin</li><li>- Extensions</li></ul>   |              |
| 7    | Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.   |              |

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)



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