



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 Customs Institute – Philippine Tax Academy: Joint Training on Training of Trainers by Customs Institute and the Bureau of Customs**” 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 Customs Institute – Philippine Tax Academy: Joint Training on Training of Trainers by Customs Institute and the Bureau of Customs**

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

Approved Budget for the Contract: **One Hundred Eighty Thousand Pesos (Php180,000.00) - inclusive of tax**

Specifications :

LOT 1

ITEM	SPECIFICATION
1	HOTEL IN MANILA Food for 40 pax for the inclusive dates: 23, 24, & 25 July 2024 40 pax (29 participants + 1 resource person + 5 officials and training staff from CI + 5 officials and staff from PTA L&D)
2	Serving Time: AM Snacks (9:00am) Lunch (12:00nn) PM Snacks (3:00pm)
3	BUFFET SET UP
4	Free Flowing coffee/tea during the training session Bottled Water/ Juice per meal serving
5	One (1) Function Room for Plenary sessions (45 pax) – class type tables
6	Good Lights and Sound System
7	Audio visual equipment
8	Availability - 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
9	Other Inclusions: - At least 2 service waiters - Buffet set up with Plates, Utensils & Cups



	- Refill of sugar, coffee, creamer, tea
10	<p>Meal Requirement for Normal Training: (Strictly No Pork Ingredients)</p> <p>AM SNACK (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water)</p> <p>LUNCH (grains, vegetable, chicken/ fish & fruits + juice/ bottled water)</p> <p>PM SNACKS (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water)</p> <p>NOTE: Actual menu must be sent to end user subject for review before the training.</p>
11	<p>Mode of Payment Send Bill Arrangement</p> <p>Note: Penalty and/or termination of contract of the winning bidder might incur when all the above stated technical specification is not completed.</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 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 **July 19, 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.

Very truly yours,


ISAGAN D. GALSIM
 Head, BAC Secretariat/
 Chief Administrative Officer
 General Services Division



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph

Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
 Bureau of Customs
 Port Area, Manila

Project Title: Lease of Venue for Customs Institute – Philippine Tax Academy: Joint Training on Training of Trainers by Customs Institute and the Bureau of Customs

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	HOTEL IN MANILA Food for 40 pax for the inclusive dates: 23, 24, & 25 July 2024 40 pax (29 participants + 1 resource person + 5 officials and training staff from CI + 5 officials and staff from PTA L&D)	
2	Serving Time: AM Snacks (9:00am) Lunch (12:00nn) PM Snacks (3:00pm)	
3	BUFFET SET UP	
4	Free Flowing coffee/tea during the training session Bottled Water/ Juice per meal serving	
5	One (1) Function Room for Plenary sessions (45 pax) – class type tables	
6	Good Lights and Sound System	
7	Audio visual equipment	
8	Availability - 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	
9	Other Inclusions: - At least 2 service waiters - Buffet set up with Plates, Utensils & Cups - Refill of sugar, coffee, creamer, tea	
10	Meal Requirement for Normal Training: (Strictly No Pork Ingredients) AM SNACK	



	(bread/ sandwiches/ salads/pasta/soup + juice/ bottled water) LUNCH (grains, vegetable, chicken/ fish & fruits + juice/ bottled water) PM SNACKS (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water) NOTE: Actual menu must be sent to end user subject for review before the training.	
11	Mode of Payment Send Bill Arrangement Note: Penalty and/or termination of contract of the winning bidder might incur when all the above stated technical specification is not completed.	

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)

