



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Basic Course on General Administration Batch 3"** 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: **Catering Services for Basic Course on General Administration Batch 3**

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

Approved Budget for the Contract: **Eighty-nine Thousand Six Hundred Pesos (Php89,600.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM
<ul style="list-style-type: none"> • Packed Meals (AM snack, PM snack and Lunch) • Flowing Coffee and Water During Training • No Pork Ingredients • With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer and Styro Cups
Venue: 2 nd Floor, Training Room 1, ITDD Office, Citadel Building, Bonifacio Drive, Port Area, Manila
<ul style="list-style-type: none"> • Batch 3 • Date 1: September 27, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day) • Date 2: September 28, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day) • Date 3: September 29, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day) • Date 4: September 30, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day) • Date 5: October 3, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day) • Date 6: October 4, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day) • Date 7: October 5, 2022 32 pax x 7 days (29 participants + 2 Resource Speakers/day, 1 facilitator/day)



BUREAU OF CUSTOMS

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Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit)/CDA Registration (for cooperative), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **September 26, 2022, 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
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: **Catering Services for Basic Course on General Administration Batch 3**

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	Total Amount
<ul style="list-style-type: none"> • Packed Meals (AM snack, PM snack and Lunch) • Flowing Coffee and Water During Training • No Pork Ingredients • With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer and Styro Cups 	
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Total amount in words:



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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)