



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for General Administration Batch 4 and 5"** 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 General Administration Batch 4 and 5**

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

Approved Budget for the Contract: **Two Hundred Eleven Thousand Two Hundred Pesos (Php211,200.00) - inclusive of tax**

Specifications: **1 LOT**

SPECIFICATIONS	
Catering Services for General Administration Batch 4 and 5	
Batch 4	<ul style="list-style-type: none"> Date: February 21 to March 2, 2023 33pax x 8 days
Batch 5	<ul style="list-style-type: none"> Date: March 14 to 23, 2023 33pax x 8 days
<ul style="list-style-type: none"> Buffet Set up Delivery Time: 8am – AM Snacks, 11am – Lunch and 2pm – PM Snacks Strictly NO PORK 	
<ul style="list-style-type: none"> Venue: ITDD Training Area, NPO Bldg; Gate 3 Bureau of Customs, Port Area, Manila 	
<ul style="list-style-type: none"> At least 2 service waiters For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups, Water for Coffee) Note: Please clean/change the Coffee every day in the morning before training start. Plates, Utensils and Cups Bottled Water each pax per meal 33 x 3 – 99 Bottles per day 	
<ul style="list-style-type: none"> Note: Penalty and/or termination of contract of the winning bidder might incur when all the above technical specification is not complied 	

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet &



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Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy.**

Submission of quotation and eligibility documents is on or before **February 14, 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
Chief Administrative Officer
General Services Division



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Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: **Catering Services for General Administration Batch 4 and 5**

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:

SPECIFICATIONS	Total Amount
Catering Services for General Administration Batch 4 and 5	
Batch 4 <ul style="list-style-type: none"> Date: February 21 to March 2, 2023 33pax x 8 days Batch 5 <ul style="list-style-type: none"> Date: March 14 to 23, 2023 33pax x 8 days 	
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<ul style="list-style-type: none"> Note: Penalty and/or termination of contract of the winning bidder might incur when all the above technical specification is not complied 	

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,



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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)