



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Comprehensive Orientation and On-Boarding Programme for Newly Hired Employees Batch 6-10"** 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 Comprehensive Orientation and On-Boarding Programme for Newly Hired Employees Batch 6-10**

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

Approved Budget for the Contract: **Seven Hundred Eighty-eight Thousand Pesos (Php788,000.00) - inclusive of tax**

Specifications:

Item	Specification	Amount
LOT 1	Procurement of Catering Services for COMPREHENSIVE ORIENTATION AND ON-BOARDING PROGRAMME FOR NEWLY HIRED EMPLOYEES BATCH 6-10 BATCH 6 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks Venue: Enforcement and Security Services (ESS) Conference Room October 9 to 20, 2023 58 pax x 10 days Flowing coffee/tea and water during the training session STRICTLY NO PORK	PHP 232,000.00
LOT 2	BATCH 7 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila October 16 to 27, 2023 34 pax x 10 days	PHP 136,000.00



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	Flowing coffee/tea and water during the training session STRICTLY NO PORK	
LOT 3	<p>BATCH 8 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>November 06 to 17, 2023 35 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	PHP 140,000.00
LOT 4	<p>BATCH 9 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: To be Announced (TBA)</p> <p>Date: To be Announced (TBA) 35 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	PHP 140,000.00
LOT 5	<p>BATCH 10 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: To be Announced (TBA)</p> <p>Date: To be Announced (TBA) 35 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	PHP 140,000.00
1	Availability	
2	<p>Other Inclusions</p> <ul style="list-style-type: none"> - Buffet - For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) <p>Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.</p> <ul style="list-style-type: none"> - Utensils such as plates, spoon, fork and cups 	



3	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	
---	--	--

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.

Submission of quotation and eligibility documents is on or before **September 29, 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.

Very truly yours,

ISAGANI D. GALSIM

Head, BAC Secretariat/

Chief, 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 Comprehensive Orientation and On-Boarding Programme for Newly Hired Employees Batch 6-10**

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
<p>LOT 1</p>	<p>Procurement of Catering Services for COMPREHENSIVE ORIENTATION AND ON-BOARDING PROGRAMME FOR NEWLY HIRED EMPLOYEES BATCH 6-10</p> <p>BATCH 6 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>October 9 to 20, 2023 58 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	
<p>LOT 2</p>	<p>BATCH 7 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>October 16 to 27, 2023 34 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

<p>LOT 3</p>	<p>BATCH 8 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>November 06 to 17, 2023 35 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	
<p>LOT 4</p>	<p>BATCH 9 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>Date: To be Announced (TBA) 35 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	
<p>LOT 5</p>	<p>BATCH 10 Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>Date: To be Announced (TBA) 35 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	
<p>2</p>	<p>Availability</p>	
<p>3</p>	<p>Other Inclusions</p> <ul style="list-style-type: none"> - Buffet - For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) <p>Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.</p> <ul style="list-style-type: none"> - Utensils such as plates, spoon, fork and cups 	



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

4	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)