



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value for Procurement of Procurement of "Catering Services for 7th Basic Customs Procedures, Rules and Regulations Seminar for Stakeholders (Importers and Exporters)", 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 : 7th Basic Customs Procedures, Rules and Regulations Seminar for Stakeholders (Importers and Exporters)

Location : Bureau of Treasury, Sergio Osmeña Lecturer Theater

Approved Budget for the Contract: One Hundred Thirty Nine Thousand Seven Hundred Fifty Pesos (Php139,750.00) inclusive of tax

Specifications:

QTY.	DESCRIPTION
1 lot	<p>Meals for 215 pax Free flowing coffee/tea & water Managed buffet lunch</p> <p>Date of Event: • December 15, 2016 • Thursday from 8:00 AM to 5:00 PM</p> <p>Should include: • AM Snacks • Buffet Lunch • PM Snacks</p> <p>Other Inclusions for free: • Notepads & pencils • Mints • At least 4 service waiters • Buffet set up Plates; Utensils & Cups</p>

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before December 6, 2016 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 initialled 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. 527-9757 or email us at bacsecretariat@customs.gov.ph

Very truly yours,



JOSEPH G. ESCASIO
Office-in-Charge, Administrative Office
Internal Administration Group



Annex "A"

PRICE QUOTATION FORM

Date

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

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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 lot	Meals for 215 pax Free flowing coffee/tea & water Managed buffet lunch Date of Event: • December 15, 2016 • Thursday from 8:00 AM to 5:00 PM Should include: • AM Snacks • Buffet Lunch • PM Snacks Other Inclusions for free: • Notepads & pencils • Mints • At least 4 service waiters • Buffet set up Plates; Utensils & Cups		

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

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)