



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 Procurement for **Catering Services for Refresher Course for Newly Promoted Personnel 1st Batch to 4th Batch for Assessment Personnel** 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 Refresher Course for Newly Promoted Personnel 1st Batch to 4th Batch for Assessment Personnel**
Location : **Commissioner's Room, 4th Floor, Customs Capacity Building Center, Port of Manila Building, Gate 3, South Harbor, Port Area Manila**

Approved Budget for the Contract: **Three Hundred Thirteen Thousand Two Hundred Pesos (Php 313,200.00) -inclusive of tax**

Specifications

QTY.	DESCRIPTION
1 LOT	<p>Date of Event:</p> <ul style="list-style-type: none">• August 14-17, 2018 (68 pax) 1st Batch• August 28-31, 2018 (68 pax) 2nd Batch• September 4-7, 2018 (60 pax) 3rd Batch• September 11-14, 2018 (65 pax) 4th Batch <p>Should include:</p> <ul style="list-style-type: none">• AM Snacks• Lunch• PM Snacks <p>Others:</p> <ul style="list-style-type: none">• Buffet set up with Plates; Utensils & Cups• Free flowing coffee/tea & water• Managed buffet lunch <p>Service Provider should also provide:</p> <ul style="list-style-type: none">• At least 3 waiter service to manage distribution of food and attend to other needs.

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), 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 **August 10, 2018, 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner 
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	<p>Date of Event:</p> <ul style="list-style-type: none">• August 14-17, 2018 (68 pax) 1st Batch• August 28-31, 2018 (68 pax) 2nd Batch• September 4-7, 2018 (60 pax) 3rd Batch• September 11-14, 2018 (65 pax) 4th Batch <p>Should include:</p> <ul style="list-style-type: none">• AM Snacks• Lunch• PM Snacks <p>Others:</p> <ul style="list-style-type: none">• Buffet set up with Plates; Utensils & Cups• Free flowing coffee/tea & water• Managed buffet lunch <p>Service Provider should also provide:</p> <ul style="list-style-type: none">• At least 3 waiter service to manage distribution of food and attend to other needs.		

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)