



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 Welcome Dinner for 17<sup>th</sup> ASEAN Single Window Steering Committee Meeting (ASWSC), 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 Welcome Dinner for 17<sup>th</sup> ASEAN Single Window Steering Committee Meeting (ASWSC)

Location : External Affairs

Approved Budget for the Contract: One Hundred Thousand Pesos (Php 100,000.00)  
-inclusive of tax

Specifications :

QTY.	DESCRIPTION
1 lot	Welcome Dinner (September 6, 2016) <ol style="list-style-type: none"><li>1. The service provider/restaurant shall provide the venue for the Welcome Dinner with decoration that can accommodate a minimum of Fifty Five (55) pax on September 6, 2016</li><li>2. Provide buffet dinner</li><li>3. Unlimited round of drinks (juice/wine)</li><li>4. Free flowing coffee or tea</li><li>5. Proposed Time is at 6:00-11:00 pm</li><li>6. Complimentary use of Audio and Visual System with Microphones</li><li>7. Proposed menus shall be subject to the approval of the Bureau of Customs and food tasting shall be conducted during the ocular inspection;</li><li>8. Actual menus shall be subject to the approval of the Bureau of customs</li><li>9. Should provide free parking slots and free wi-fi connection</li></ol>

Interested suppliers are required to submit their valid and current Mayor's Permit and PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before August 25, 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,

For IAG

  
**GLADYS C. CABUGAWAN**  
Chief Administrative Officer

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:

Quantity	Description	Unit Price	Total Price
1 lot	<b>Welcome Dinner (September 6, 2016)</b> <ol style="list-style-type: none"><li>1. The service provider/restaurant shall provide the venue for the Welcome Dinner with decoration that can accommodate a minimum of Fifty Five (55) pax on September 6, 2016</li><li>2. Provide buffet dinner</li><li>3. Unlimited round of drinks (juice/wine)</li><li>4. Free flowing coffee or tea</li><li>5. Proposed Time is at 6:00-11:00 pm</li><li>6. Complimentary use of Audio and Visual System with Microphones</li><li>7. Proposed menus shall be subject to the approval of the Bureau of Customs and food tasting shall be conducted during the ocular inspection;</li><li>8. Actual menus shall be subject to the approval of the Bureau of customs</li><li>9. Should provide free parking slots and free wi-fi connection</li></ol>		

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)