



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 Procurement of Catering Services for Orientation Course for New Employees, 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 : Procurement of Catering Services for Orientation Course for New Employees
Location : Port of Manila
Approved Budget for the Contract: One Hundred Eighty Thousand Pesos (Php. 180,000.00)
(inclusive of all applicable taxes)

Specifications :

QTY.	DESCRIPTION
1 lot	➤ Catering Services for Participants/Speakers/Facilitators (AM Snacks, Buffet Lunch and PM Snacks 1 st Batch 60 pax April 11-15, 2016
	➤ Catering Services for Participants/Speakers/Facilitators (AM Snacks, Buffet Lunch and PM Snacks 1 st Batch 60 pax April 18-22, 2016
	➤ Flowing Coffee/Tea and water during the training session
	➤ Other inclusions for free: -waiter -buffet area with set-up -candies

Delivery Term: April 11-15, 2016; April 18-22, 2016

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

Submission of quotation and eligibility documents is on or before April 8, 2016 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila. Attached are our minimum technical requirements for the lease of venue.

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.

For the OIC, Deputy Commissioner- IAG


GLADYS C. CABUGAWAN
Chief Administrative Officer

Annex "A"

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for Procurement of Catering Services for the Orientation Course for New Employees.

Total Contract Cost:

Total amount in words: _____.(Php. _____)

Very truly yours,

Name of Company

Name/Signature of Representative

Date