



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 Service 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 Service for Orientation Course for New Employees  
Location : President's Room, 4<sup>th</sup> Floor, Customs Capacity Building Center, Port of Manila Building, Gate 3, South Harbor, Port Area Manila  
Approved Budget for the Contract: Ninety Thousand Pesos (Php 90,000.00)  
-inclusive of tax

#### Specifications

<b>QTY.</b>	<b>DESCRIPTION</b>
1 LOT	Meals for 60 pax Free flowing coffee/tea & water Managed buffet lunch  Date of Event: <ul style="list-style-type: none"><li>December 12-16, 2016</li></ul> Should include: <ul style="list-style-type: none"><li>AM Snacks P60.00 (head w/ bottled drinks)</li><li>Buffet Lunch P180.00 (head w/ bottled drinks)</li><li>PM Snacks P60.00 (head w/ bottled drinks)</li></ul> Others: <ul style="list-style-type: none"><li>Buffet set up with Plates; Utensils &amp; Cups</li></ul> Service Provider should also provide: <ul style="list-style-type: none"><li>At least 2 waiter service to manage distribution of food and attend to other needs.</li></ul>

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 2, 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](mailto: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 60 pax Free flowing coffee/tea & water Managed buffet lunch  Date of Event: <ul style="list-style-type: none"><li>December 12-16, 2016</li></ul> Should include: <ul style="list-style-type: none"><li>AM Snacks P60.00 (head w/ bottled drinks)</li><li>Buffet Lunch P180.00 (head w/ bottled drinks)</li><li>PM Snacks P60.00 (head w/ bottled drinks)</li></ul> Others: <ul style="list-style-type: none"><li>Buffet set up with Plates; Utensils &amp; Cups</li></ul> Service Provider should also provide: <ul style="list-style-type: none"><li>At least 2 waiter service to manage distribution of food and attend to other needs.</li></ul>		

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)