



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 "**Lease of Training for ISO Quality Management System (QMS) 9001:2015 related Trainings**" 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 : **Lease of Training for ISO Quality Management System (QMS) 9001:2015 related Trainings**  
Location : **Manila and Cebu City**  
Approved Budget for the Contract: **Nine Hundred Sixty-Three Thousand Two Hundred Pesos (Php963,200.00)-inclusive of tax**

### Specifications

<b>QTY.</b>	<b>DESCRIPTION</b>
1 LOT	<p><b>Lease of Training for ISO Quality Management System (QMS) 9001:2015 related trainings</b></p> <p><b>Manila:</b></p> <ol style="list-style-type: none"><li>1. ISO QMS 9001:2015 Awareness Training for Top Management; and</li><li>2. ISO QMS 9001:2015 Awareness Training</li></ol> <p><b>Cebu:</b></p> <ol style="list-style-type: none"><li>1. ISO QMS 9001:2015 Awareness Training</li></ol> <p><b>Qualification</b></p> <ol style="list-style-type: none"><li>1. Trainers have undergone standardized qualification program and with specialized training both local and overseas;</li><li>2. Provided professional development training and customized training solution related to ISO 9001:2015 QMS;</li><li>3. Trainers are experienced practitioners in their fields, providing valuable real-world insights with related global certification; and</li><li>4. The Trainer shall conform with BOC Schedule</li></ol>

	<p><b>Inclusions</b></p> <ul style="list-style-type: none"><li>• Venue</li><li>• Morning Snacks</li><li>• Lunch</li><li>• Afternoon snacks</li><li>• Training Modules/Kits (Hard and Soft Copy for all participants)</li><li>• Certificates</li></ul> <p><b>Mode of Payment</b></p> <ul style="list-style-type: none"><li>• Send Bill</li></ul>
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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 October 14, 2019, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**

Acting Chief, General Services Division

Annex "A"

### PRICE QUOTATION FORM

Date: April 5, 2019

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><b>Lease of Training for ISO Quality Management System (QMS) 9001:2015 related trainings</b></p> <p><b>Manila:</b></p> <ul style="list-style-type: none"><li>1. ISO QMS 9001:2015 Awareness Training for Top Management; and</li><li>2. ISO QMS 9001:2015 Awareness Training</li></ul> <p><b>Cebu:</b></p> <ul style="list-style-type: none"><li>2. ISO QMS 9001:2015 Awareness Training</li></ul>		
	<p><b>Qualification</b></p> <ul style="list-style-type: none"><li>1. Trainers have undergone standardized qualification program and with specialized training both local and overseas;</li><li>2. Provided professional development training and customized training solution related to ISO 9001:2015 QMS;</li><li>3. Trainers are experienced practitioners in their fields, providing valuable real-world insights with related global certification; and</li><li>4. The Trainer shall conform with BOC Schedule</li></ul>		

	<b>Inclusions</b> <ul style="list-style-type: none"> <li>• Venue</li> <li>• Morning Snacks</li> <li>• Lunch</li> <li>• Afternoon snacks</li> <li>• Training Modules/Kits (Hard and Soft Copy for all participants)</li> <li>• Certificates</li> </ul>		
	<b>Mode of Payment</b> Send Bill		

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)

## PROCUREMENT REQUEST

**WHAT:** PHASE I (Training on ISO 9001:2015) Quality Management System Foundation Awareness Course

**DESCRIPTION:** This training must be designed to demonstrate commitment to quality and customer satisfaction, as well as continuously improving the agency's quality management system (QMS). The objective of the training must provide participants with an overview of the purpose and requirements of ISO 9001 as a tool for business/good governance improvement.

**HOW:** The course will be delivered by tutors who are quality management system experts and experienced trainers. The knowledge and skills will be developed through an interactive and practical approach to learning.

**TRAINING DELIVERABLES:** Upon completion of the training, participants must be able to:

- a. Explain the purpose and benefits of a quality management system;
- b. Outline the structure and content of ISO 9001:2015 and its relationship with ISO 9000; and
- c. Explain the specific quality management-related requirements of ISO 9001:2015.

WHO	WHEN	#of Participants	Training hours/day	Cost per course
<b>Manila</b>				
a. TOP LEVEL MANAGEMENT (Commissioner, All Deputy Commissioners, Assistant Commissioner, All District Collectors)	October 11, 2019	25	8 hours/day	114,800.00
b. MID LEVEL MANAGEMENT ( All Directors and Deputy Collectors – Batch 1)	October 15, 2019	25	8 hours/day	114,800.00
c. Support Personnel (Central Office- OCOM)	October 16, 2019	25	8 hours/day	114,800.00
d. MID LEVEL MANAGEMENT (Deputy Collectors – Batch 2)	October 18, 2019	25	8 hours/day	114,800.00
e. MID LEVEL MANAGEMENT (Subport Collectors)	October 21, 2019	25	8 hours/day	114,800.00
f. MID LEVEL MANAGEMENT (All Division Chiefs)	October 25, 2019	25	8 hours/day	114,800.00

WHO	WHEN	#of Participants	Training hours/day	Cost per course
<b>Cebu</b>				
g. Support Personnel (Port of Cebu, Subport Mactan & Dumaguete – Batch 1)	October 14, 2019	25	8 hours/day	137, 200.00
h. Support Personnel (Port of Cebu, Subport Mactan & Dumaguete – Batch 1)	October 15, 2019	25	8 hours/day	137, 200.00
<b>GRAND TOTAL</b>				<b>963,200.00</b>

**FUNDING:**

**ACTIVITY:** Professional Development and Career Advancement of BOC personnel

**FUNDS CHARGED TO:** Training and Seminar Expense 2019

**PARTICIPATING BIDDER MUST BE:**

- a. Global leader in professional training;
- b. Trainers undergo a strict and standardized qualification program and training overseas and locally;
- c. Offers professional development training and customized training solutions;
- d. Trainers are experienced practitioners in their fields, providing valuable real-world insights; and
- e. The trainer shall conform with BOC schedule.

**Prepared by:**



**RACQUEL G. DE JESUS**

Acting Chief, General Services Division  
Ground Floor, Office of the Commissioner Building