



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Catering Services for Basic Course on Port Operations”** 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 Basic Course on Port Operations**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Two Hundred Twenty-Four Thousand Four Hundred Pesos (Php224,400.00) - inclusive of tax**

Specifications: **1 LOT**

| <b>ITEM</b>  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Packed Meals (AM snack and Lunch)</li> <li>• Flowing Coffee and Water During Training</li> <li>• No Pork Ingredients</li> <li>• With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer, Spoon and Fork, Trash Bag and Styro Cups</li> </ul> |
| Venue: 2 <sup>nd</sup> Floor, Training Room 1, ITDD Office, Citadel Building, Bonifacio Drive, Port Area, Manila |   |
| <b>Batch 1</b>   | <ul style="list-style-type: none"> <li>• Date: October 24,25,26 and 27, 2022, 9:00am to 4:00 pm<br/>34 pax x 4 days</li> </ul>  |
| <b>Batch 2</b>   | <ul style="list-style-type: none"> <li>• Date: November 8,9,10,11,14 and 15, 2022, 9:00am to 4:00 pm<br/>34 pax x 6 days</li> </ul>   |
| <b>Batch 3</b>   | <ul style="list-style-type: none"> <li>• Date: November 22,23,24,25,28 and 29, 2022, 9:00am to 4:00 pm<br/>34 pax x 6 days</li> </ul>   |
| <b>Batch 4</b>   | <ul style="list-style-type: none"> <li>• Date: December 1,2,5,6,7 and 9, 2022, 9:00am to 4:00 pm<br/>34 pax x 6 days</li> </ul>   |

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet &



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Articles of Incorporation shall also submit), PHILGEPs Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **October 24, 2022, 9:00 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALISIM**

Chief Administrative Officer  
General Services Division



Annex "A"

**PRICE QUOTATION FORM**

Date

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

**Project Title: Catering Services for Basic Course on Port Operations**

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:

| ITEM   | Total Amount |
|--|--------------|
| <ul style="list-style-type: none"><li>Packed Meals (AM snack, PM snack and Lunch)</li><li>Flowing Coffee and Water During Training</li><li>No Pork Ingredients</li></ul> With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer, Spoon and Fork, Trash Bag and Styro Cups<br>Venue: 2 <sup>nd</sup> Floor, Training Room 1, TTDD Office, Citadel Building, Bonifacio Drive, Port Area, Manila |              |
| <b>Batch 1</b> <ul style="list-style-type: none"><li>Date: October 24,25,26 and 27, 2022, 9:00am to 4:00 pm<br/>34 pax x 4 days</li></ul>  |              |
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| <b>Batch 4</b> <ul style="list-style-type: none"><li>Date: December 1,2,5,6,7 and 9, 2022, 9:00am to 4:00 pm<br/>34 pax x 6 days</li></ul>   |              |

Total amount in words:

**The above-quoted prices are inclusive of all costs and applicable taxes.**

Very truly yours,

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**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROTECT NATIONAL

INTEGRITY

ASSURE QUALITY

Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Phone/Contact Number

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
R497-4497 R497-1945 | [custinfo@cbt.gov.ph](mailto:custinfo@cbt.gov.ph) | [www.cbta.gov.ph](http://www.cbta.gov.ph)