



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Procurement of Service Certifying Body (CB) for the Customer Care Center – Subic, Limay and Office of the Commissioner relevant to the ISO 9001:2015 Quality Management System Certification"** 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 Service Certifying Body (CB) for the Customer Care Center – Subic, Limay and Office of the Commissioner relevant to the ISO 9001:2015 Quality Management System Certification**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Two Hundred Ninety-Five Thousand One Hundred Twenty Pesos (PHP295,120.00) inclusive of tax**
- Specifications:

QTY	DESCRIPTION
1 LOT	The ISO Certifying Body (CB) has been accredited by an International Accreditation Forum (IAF)
	The CB has been accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry
	The CB has certified a process of a customs office for the last five (5) years
	<p>Scope of Work</p> <p>Office of the Commissioner</p> <p>Year 1 (2021)</p> <ul style="list-style-type: none"> -Stage 1 Audit -Stage 2 On-site Audit -Audit Planning and Report Preparation <p>Year 2 (2022)</p> <ul style="list-style-type: none"> -1st Surveillance Audit -On-site Audit -Audit Planning and Report Preparation <p>Year 3 (2023)</p> <ul style="list-style-type: none"> -2nd Surveillance Audit -On-site Audit -Audit Planning and Report Preparation

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



<p>Scope of Work</p> <p>Customer Care Center-Port of Limay & Port of Subic</p> <p>Year 1 (2021)</p> <ul style="list-style-type: none">-Stage 1 Audit-Stage 2 On-site Audit-Audit Planning and Report Preparation
<p>The winner bidder shall conform to BOC Schedule</p>

Interested suppliers are required to submit **original/certified true copy** of the following: valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, 2020 Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **November 09, 2021, 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.

Very truly yours,

ISAGANI D. GALSIM

Chief Administrative Officer

General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

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

Project Name: Procurement of Service Certifying Body (CB) for the Customer Care Center – Subic, Limay and Office of the Commissioner relevant to the ISO 9001:2015 Quality Management System Certification

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	The ISO Certifying Body (CB) has been accredited by an International Accreditation Forum (IAF)		
	The CB has been accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry		
	The CB has certified a process of a customs office for the last five (5) years		
	Scope of Work Year 1 (2021) -Stage 1 Audit -Stage 2 On-site Audit -Audit Planning and Report Preparation Year 2 (2022) -1 st Surveillance Audit -On-site Audit -Audit Planning and Report Preparation Year 3 (2023) -2 nd Surveillance Audit -On-site Audit -Audit Planning and Report Preparation		

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

South Harbor, Gate 3, Port Area, Manila 1099
8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<p>Scope of Work</p> <p>Customer Care Center-Port of Limay & Port of Subic</p> <p>Year 1 (2021)</p> <ul style="list-style-type: none"> -Stage 1 Audit -Stage 2 On-site Audit -Audit Planning and Report Preparation 		
	The winner bidder shall conform to BOC Schedule		
	Total:		

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)

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

South Harbor, Gate 3, Port Area, Manila 1099
8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph