



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Review and Revision of the BOC Function-Specific Code of Conduct"** 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 Review and Revision of the BOC Function-Specific Code of Conduct**

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

Approved Budget for the Contract: **One Hundred Fifty-six Thousand Nine Hundred Twenty-two Pesos and Fifty Centavos (Php156,922.50) - inclusive of tax**

Specifications:

Item	Specification
1	<p>Procurement of Catering Services for REVIEW AND REVISION OF THE BOC FUNCTION-SPECIFIC CODE OF CONDUCT</p> <p>Delivery Time: 9am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: Situation Room, OCOM Building, 16th Street, South Harbor, Port Area, Manila</p> <p>September 14, 19, 28, 2023 – 15 pax October 3, 12, 17, 26, 2023 – 15 pax November 7, 14, 23, 28 2023 – 15 pax December 7, 12, 2023 – 15 pax December 19, 2023 – 25 pax January 4, 2024 – 25 pax</p> <p>Flowing brewed coffee and bottled water during the training session</p>
2	Availability
3	Other Inclusions For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups)
4	Note Please clean/change the coffee every day in the morning before the training starts at 8:00 am. Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.
5	Mode of Payment Send Bill

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor’s Permit, (In case of expired MP/BP, Submit copy



of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) 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 **September 12, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief, 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 Review and Revision of the BOC
Function-Specific Code of Conduct**

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	Specification	Total Amount
1	Procurement of Catering Services for REVIEW AND REVISION OF THE BOC FUNCTION-SPECIFIC CODE OF CONDUCT Delivery Time: 9:00am – Packed AM snacks 11:00am – Packed PM Snacks 2:00pm – PM snacks Venue: Situation Room, OCOM Building, 16th Street, South Harbor, Port Area, Manila September 14, 19, 28, 2023 – 15 pax October 3, 12, 17, 26, 2023 – 15 pax November 7, 14, 23, 28 2023 – 15 pax December 7, 12, 2023 – 15 pax December 19, 2023 – 25 pax January 4, 2024 – 25 pax Flowing brewed coffee and bottled water during the training session	
2	Availability	
3	Other Inclusions For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups)	
4	Note Please clean/change the coffee every day in the morning before the training starts at 8:00 am.	



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISMA

INTEGRITY

ACCOUNTABILITY

	Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	
5	Mode of Payment 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

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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