



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**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 Enforcement"** 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 Enforcement**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Nine Hundred Sixty-Nine Thousand Seven Hundred Fifty Pesos (Php969,750.00) - inclusive of tax**  
 Specifications :

Item	Specification
1	<p><b>Catering Services for Basic Course on Enforcement</b></p> <p><b>Training Meals</b></p> <p><b>STRICKLY NO PORK</b></p> <p><b><u>LOT 1: BREAKFAST, LUNCH AND DINNER</u></b>  <b>(Inclusion: fruit for lunch, buffet set-up)</b>            28 November – 31 December 2023 (venue: ITDD Training Area, NPO Bldg., Bureau of Customs)            65 pax x 33 days</p> <p>Breakfast            1 banana            1 egg            1 cup of rice            1 meat (Fish/Beef/Chicken)</p> <p>Lunch Buffet Serving            1 cup of rice            1 pc/cup of meat (Fish/Beef/Chicken)            1 pc/cup of vegetables</p> <p>Dinner Buffet Serving            1 cup of rice            1 pc/cup of meat (Fish/Beef/Chicken)            1 pc/cup of vegetables</p>



	<p><b>LOT 2: BREAKFAST</b>  <b>Inclusion: 5 pcs cocktail tables and buffet set-up</b></p> <p><b>November 28, 2023 (venue: ESS Lobby)</b>  15 pax</p> <p><b>BREAKFAST</b>  1 banana  1 egg  1 cup of rice  1 meat (Fish/Beef/Chicken)</p> <p>Flowing coffee/tea and water during training session and <b>round the clock flowing water</b></p>
2	<b>Availability</b>
3	<p><b>Other Inclusions</b></p> <ul style="list-style-type: none"> <li>- At least 2 service waiters</li> <li>- Buffet set up with</li> <li>- Plates; Utensils &amp; Cups</li> </ul>
4	<p><b>Mode of Payment</b>  Send Bill</p>

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 **November 24, 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](mailto: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 Basic Course on Enforcement**

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	<p><b>Catering Services for Basic Course on Enforcement</b></p> <p><b>Training Meals</b></p> <p><b>STRICKLY NO PORK</b></p> <p><b><u>LOT 1: BREAKFAST, LUNCH AND DINNER</u></b> <b>(Inclusion: fruit for lunch, buffet set-up)</b> 28 November – 31 December 2023 (venue: ITDD Training Area, NPO Bldg., Bureau of Customs) 65 pax x 33 days</p> <p>Breakfast 1 banana 1 egg 1 cup of rice 1 meat (Fish/Beef/Chicken)</p> <p>Lunch Buffet Serving 1 cup of rice 1 pc/cup of meat (Fish/Beef/Chicken) 1 pc/cup of vegetables</p> <p>Dinner Buffet Serving 1 cup of rice 1 pc/cup of meat (Fish/Beef/Chicken) 1 pc/cup of vegetables</p> <p><b><u>LOT 2: BREAKFAST</u></b> <b>Inclusion: 5 pcs cocktail tables and buffet set-up</b></p> <p><b>November 28, 2023 (venue: ESS Lobby)</b> 15 pax</p>	



Gate 3, South Harbor, Port Area, Manila 1018

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	<b>BREAKFAST</b> 1 banana 1 egg 1 cup of rice 1 meat (Fish/Beef/Chicken)  Flowing coffee/tea and water during training session and <b>round the clock flowing water</b>	
2	<b>Availability</b>	
3	<b>Other Inclusions</b> - At least 2 service waiters - Buffet set up with - Plates; Utensils & Cups	
4	<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

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

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

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

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



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