



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for "**Lease of Training for Customer Service Training**" 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 Customer Service Training**

Location: **Bureau of Customs Port Area Manila**

Approved Budget for the Contract: **Two Hundred Seventy-One Thousand Four Hundred Pesos (Php271,400.00) inclusive of tax**

Specifications

QTY.	DESCRIPTION
1 LOT	Manila: 1. Customer Service Training for 1 Batch on June 20-22, 2020
	Qualification 1. Global leader in professional training; 2. Trainers undergo a strict and standardized qualification program and training overseas and locally; 3. Offers professional development training and customized training solutions; 4. Trainers are experienced practitioners in their fields, providing valuable real-world insights; 5. The trainer shall conform with BOC schedule
	Inclusions: 1. Training Modules/Kits (Soft Copy for all participants) 2. Facilitation 3. E-Certificates for Completion
	Mode of Payment Send Bill

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 be submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return and duly signed price quotation form (Annex "A").

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

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Submission of quotation and eligibility documents is on or before June 19, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website.

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,



RAQUEL G. DE JESUS

Acting Chief, General Services Division

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BUREAU OF CUSTOMS

Professionalism Integrity Accountability



Annex "A"

PRICE QUOTATION FORM

Date

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	Manila: Customer Service Training for 1 Batch on June 20-22, 2020		
	Qualification <ol style="list-style-type: none">1. Global leader in professional training;2. Trainers undergo a strict and standardized qualification program and training overseas and locally;3. Offers professional development training and customized training solutions;4. Trainers are experienced practitioners in their fields, providing valuable real-world insights; The trainer shall conform with BOC schedule		
	Inclusions: <ol style="list-style-type: none">1. Training Modules/Kits (Soft Copy for all participants)2. Facilitation3. E-Certificates for Completion		
	Mode of Payment Send Bill		

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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)

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Technical Specifications

Name: Lease of training for Customer Service Training

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
1	Manila: 1. Customer Service Training for 1 Batch	
2	Qualification 1. Global leader in professional training; 2. Trainers undergo a strict and standardized qualification program and training overseas and locally; 3. Offers professional development training and customized training solutions; 4. Trainers are experienced practitioners in their fields, providing valuable real-world insights; 5. The trainer shall conform with BOC schedule.	
3	Inclusions: <ul style="list-style-type: none">• Training Modules/Kits (Soft Copy for all participants)• Facilitation• E-Certificates of Completion	
4	Mode of Payment Send Bill	

Prepared by:

I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name of Representative

Date: _____