



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Catering Services for Orientation Programme for the Newly Hired Employees of the Bureau of Customs**" 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 Orientation Programme for the Newly Hired Employees of the Bureau of Customs**

Location: **Manila**

Approved Budget for the Contract: **Two Hundred Thirty One Thousand Pesos (Php231,000.00) Inclusive of tax**

Specifications

QTY	DESCRIPTION
1 LOT	<p>Procurement of Catering Services for Orientation Programme for the Newly Hired Employees of the Bureau of Customs</p> <p>Food</p> <p>Batch 1: January 23-31, 2020 (excludes weekends) Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session</p> <p>Batch 2: February 10-18, 2020 (excludes weekends) Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session</p> <p>Other Inclusions for FREE</p> <ul style="list-style-type: none">- At least 2 service waiters- Buffet set up with Plates; Utensils & Cups <p>Mode of Payment: Send Bill</p>

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") and see posting in PhilGeps Website.

Submission of quotation and eligibility documents is on or before January 22, 2020 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,



RAQUEL G. DE JESUS

Acting Chief, General Services Division

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	<p>Procurement of Catering Services for Orientation Programme for the Newly Hired Employees of the Bureau of Customs</p> <p>Food</p> <p>Batch 1: January 23-31, 2020 (excludes weekends) Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session</p> <p>Batch 2: February 10-18, 2020 (excludes weekends) Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session</p> <p>Other Inclusions for FREE</p> <ul style="list-style-type: none">- At least 2 service waiters- Buffet set up with Plates; Utensils & Cups <p>Mode of Payment: Send Bill</p>		

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)

Technical Specifications

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	<p>Procurement of Catering Services for Orientation Programme for the Newly Hired Employees of the Bureau of Customs</p> <p>Food</p> <p>Batch 1: January 23-31, 2020 (excludes weekends) Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session</p> <p>Batch 2: February 10-18, 2020 (excludes weekends) Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session</p>	
2	<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - At least 2 service waiters - Buffet set up with Plates; Utensils & Cups 	

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

Name of Company

Signature over Printed Name of Representative

Date: _____