



## 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 5 (Theoretical 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: **Catering Services for Basic Course on Enforcement 5 (Theoretical Training)**

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

Approved Budget for the Contract: **Eight Hundred Seventy Thousand Pesos (Php870,000.00) - inclusive of tax**

Specifications: **1 LOT**

<b>SPECIFICATIONS</b>	
<b>BASIC COURSE ON ENFORCEMENT BATCH 5 (THEORETICAL TRAINING)</b>	
<b>Delivery Time: 6:00am – Breakfast, 11:00am – Lunch and 6:00pm - Dinner</b>	
<ul style="list-style-type: none"> <li>• Buffet (Breakfast, Lunch and Dinner)</li> <li>• Inclusion: fruit for lunch and buffet setup</li> <li>• Flowing Coffee and Water During Training</li> <li>• Strictly No Pork Ingredients</li> </ul>	
<ul style="list-style-type: none"> <li>• Venue: ITDD Training Area, NPO Bldg; Gate 3 Bureau of Customs, Port Area, Manila</li> </ul>	
<ul style="list-style-type: none"> <li>• Date : January 30, 2023 – April 11, 2023</li> <li>58 pax x 50 Days</li> </ul>	
<ul style="list-style-type: none"> <li>• At least 2 Service Waiters</li> <li>• Buffet set up</li> <li>• For Flowing Coffee (percolators, sugar, creamer, coffee, stirrer, cups) Note: please clean/change the coffee every day in the morning before the training starts at 6:00am.</li> <li>• Utensils such as plates, spoon, fork and cups for 58 pax daily</li> <li>Flowing drinking water (10 gallons) with water dispenser per day</li> </ul>	
<ul style="list-style-type: none"> <li>• Mode of Payment – Send Bill (every 15 days of delivery)</li> <li>• Note: Penalty and/or termination of contract of the winning bidder might incur when all the above technical specification is not complied</li> </ul>	

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price



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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 **January 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto: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 Title: **Catering Services for Basic Course on Enforcement 5 (Theoretical Training)**

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	AMOUNT
<b>BASIC COURSE ON ENFORCEMENT BATCH 5 (THEORETICAL TRAINING)</b> <b>Delivery Time: 6:00am – Breakfast, 11:00am – Lunch and 6:00pm - Dinner</b>	
<ul style="list-style-type: none"> <li>• Buffet (Breakfast, Lunch and Dinner)</li> <li>• Inclusion: fruit for lunch and buffet setup</li> <li>• Flowing Coffee and Water During Training</li> <li>• Strictly No Pork Ingredients</li> </ul>	
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<ul style="list-style-type: none"> <li>• Mode of Payment – Send Bill (every 15 days of delivery)</li> <li>• Note: Penalty and/or termination of contract of the winning bidder might incur when all the above technical specification is not complied</li> </ul>	
<b>TOTAL AMOUNT</b>	

Total amount in words:

**The above-quoted prices are inclusive of all costs and applicable taxes.**

Very truly yours,

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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)