



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Lease of Venue/Catering Services for the 4th Batch for ISO 9001:2015 QMS-Related Trainings: ISO Awareness Course, Risk Management, Root Cause Analysis Course, Documentation Training & 5S Methodology Course for Port of Subic"** 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 Venue/Catering Services for the 4th Batch for ISO 9001:2015 QMS-Related Trainings: ISO Awareness Course, Risk Management, Root Cause Analysis Course, Documentation Training & 5S Methodology Course for Port of Subic**

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

Approved Budget for the Contract : **One Hundred Eighty-Eight Thousand Five Hundred Pesos (Php188,500.00) - inclusive of tax**

Specifications :

QTY	DESCRIPTION
1 LOT	<p>Food for 30 pax Subic October 16, 20, 21, 22, 23, 29 & 30, 2021</p> <p>Food Day 1 – AM Snacks, Lunch, PM Snacks Day 2 – AM Snacks, Lunch, PM Snacks Day 3 – AM Snacks, Lunch, PM Snacks Day 4 – AM Snacks, Lunch, PM Snacks Day 5 – AM Snacks, Lunch, PM Snacks Day 6 – AM Snacks, Lunch, PM Snacks Day 7 – AM Snacks, Lunch, PM Snacks</p> <p>Inclusions for free: > Flowing Coffee, Water and Tea Note: Strictly no pork please</p> <p>Accommodation Rooms (Single Room)</p> <p>October 22-23, 2021 & October 29-30, 2021 2 Single Room Accommodation for 2 nights</p> <p>One (1) Function Room for Classroom Type (30 pax) – Arrangement: Classroom Set-up with Registration Table and Secretariat Table</p> <p>Good Lights and Sound System</p> <p>Audio Visual Equipment</p>



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Flowing coffee and water during the training session
Availability
Other inclusions for free: <ul style="list-style-type: none"> ○ Minimum of 4 wireless microphones ○ Projector ○ Wide screen / led wall ○ Internet access ○ Flagpole ○ Podium ○ Use of electricity for laptops and projector ○ Pads and pencils ○ Candies ○ Extension cords ○ Signage ○ Parking ○ Whiteboard with markers ○ Flip charts

Interested suppliers are required to submit hard copy of 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 BIR eFPS Payment Confirmation, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before October 12, 2021, 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. 527-9757 or email us at 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

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:

Project Title: Lease of Venue/Catering Services for the 4th Batch for ISO 9001:2015 QMS-Related Trainings: ISO Awareness Course, Risk Management, Root Cause Analysis Course, Documentation Training & 5S Methodology Course for Port of Subic

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 LOT	Food for 30 pax Subic October 16, 20, 21, 22, 23, 29 & 30, 2021 Food Day 1 – AM Snacks, Lunch, PM Snacks Day 2 – AM Snacks, Lunch, PM Snacks Day 3 – AM Snacks, Lunch, PM Snacks Day 4 – AM Snacks, Lunch, PM Snacks Day 5 – AM Snacks, Lunch, PM Snacks Day 6 – AM Snacks, Lunch, PM Snacks Day 7 – AM Snacks, Lunch, PM Snacks Inclusions for free: > Flowing Coffee, Water and Tea Note: Strictly no pork please		
	Accommodation Rooms (Single Room) October 22-23, 2021 & October 29-30, 2021 2 Single Room Accommodation for 2 nights		
	One (1) Function Room for Classroom Type (30 pax) – Arrangement: Classroom Set-up with Registration Table and Secretariat Table Good Lights and Sound System		
	Audio Visual Equipment		
	Flowing coffee and water during the training session		
	Availability		
	Other inclusions for free: o Minimum of 4 wireless microphones o Projector		



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	<ul style="list-style-type: none"> ○ Wide screen / led wall ○ Internet access ○ Flagpole ○ Podium ○ Use of electricity for laptops and projector ○ Pads and pencils ○ Candies ○ Extension cords ○ Signage ○ Parking ○ Whiteboard with markers ○ Flip charts 		
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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)



TECHINICAL 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
	Food for 30 pax Subic October 16, 20, 21, 22, 23, 29 & 30, 2021 Food Day 1 – AM Snacks, Lunch, PM Snacks Day 2 – AM Snacks, Lunch, PM Snacks Day 3 – AM Snacks, Lunch, PM Snacks Day 4 – AM Snacks, Lunch, PM Snacks Day 5 – AM Snacks, Lunch, PM Snacks Day 6 – AM Snacks, Lunch, PM Snacks Day 7 – AM Snacks, Lunch, PM Snacks Inclusions for free: > Flowing Coffee, Water and Tea Note: Strictly no pork please	
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I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name of Representative

Date: _____