



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 **"Engagement and Consultant for Integrity Intervention"** 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: **Engagement and Consultant for Strategic Planning**

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

Approved Budget for the Contract: **Four Hundred Eighty Thousand Pesos (Php480,000.00) inclusive of tax**

### Specifications

Description
1. Give a lecture on Ethics and Courage for Good Governance in order to set the standards and parameters as to how the Bureau of Customs can pursue integrity and good governance within the organization
2. Provide additional context as to how theories and integrity can be applied in actual circumstances;
3. Conduct a governance workshop to help the BOC personnel identify their own personal charter statements, objectives, and targets to come up with personal scorecards that are aligned to the principles and direction of BOC and;
4. Assist in revisiting its initial outputs through a follow-up workshop session to refine its charter statements, objectives, and targets in order to finalize the key BOC personnel's personal scorecards.
5. The winner bidder shall conform to BOC Schedule

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").

Submission of quotation and eligibility documents is on or before December 10, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**

Acting Chief, General Services Division

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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:

Description
<ol style="list-style-type: none"><li>1. Give a lecture on Ethics and Courage for Good Governance in order to set the standards and parameters as to how the Bureau of Customs can pursue integrity and good governance within the organization</li><li>2. Provide additional context as to how theories and integrity can be applied in actual circumstances;</li><li>3. Conduct a governance workshop to help the BOC personnel identify their own personal charter statements, objectives, and targets to come up with personal scorecards that are aligned to the principles and direction of BOC and;</li><li>4. Assist in revisiting its initial outputs through a follow-up workshop session to refine its charter statements, objectives, and targets in order to finalize the key BOC personnel's personal scorecards.</li><li>5. The winner bidder shall conform to BOC Schedule</li></ol>

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

The bidder must:

- 1) give a lecture on Ethics and Courage for Good Governance in order to set the standards and parameters as to how the Bureau of Customs can pursue integrity and good governance within the organization;
- 2) provide additional context as to how theories of ethics and integrity can be applied in actual circumstances;
- 3) conduct a governance workshop to help the BOC personnel identify their own personal charter statements, objectives, and targets to come up with personal scorecards that are aligned to the principles and direction of BOC and;
- 4) assist in revisiting its initial outputs through a follow-up workshop session to refine its charter statements, objectives, and targets in order to finalize the key BOC personnel's personal scorecards.