



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

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 General Administration Batch 6**" 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 General Administration Batch 6**
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **One Hundred Twenty-One Thousand Six Hundred Pesos (Php121,600.00) - inclusive of tax**

Specifications:

LOT 1

Item	Specification
1	Catering Services for Basic Course on General Administration Batch 6 Delivery Time: AM Snacks – 8:00am LUNCH – 12:00nn PM Snacks – 2:00pm Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila Date: May 21 to 30, 2024 (38 pax x 8 days) Flowing coffee/tea and water during the training session. STRICLY NO PORK
2	MEAL REQUIREMENT FOR NORMAL TRAINING: (Strictly No Pork Ingredients) AM SNACK (bread/sandwiches/salads/pasta/soup + juice/bottled water) LUNCH (grains, vegetable, chicken/fish & fruits + juice/bottled water) PM SNACK (bread/sandwiches/salads/pasta/soup + juice/bottled water)
3	OTHER INCLUSIONS



	<ul style="list-style-type: none"> • Buffet • For flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) • Note: Please clean/change the coffee everyday in the morning before the training starts at 7:00am. • Utensils such as plates, spoon, fork and cups for 38 pax daily • Bottled water for 38 pax
4	<p>Mode of Payment Send Bill Arrangement Penalty and/or termination of contract of the winning bidder might incur when the above stated technical specification is not complied.</p>

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, and 6) duly signed price 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 **April 22, 2024, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief, 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 General Administration
Batch 6**

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	Specification	Remarks
1	<p>Catering Services for Basic Course on General Administration Batch 6</p> <p>Delivery Time: AM Snacks – 8:00am LUNCH – 12:00nn PM Snacks – 2:00pm</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>Date: May 21 to 30, 2024 38 pax x 8 days</p> <p>Flowing coffee/tea and water during the training session.</p> <p>STRICLY NO PORK</p>	
2	<p>MEAL REQUIREMENT FOR NORMAL TRAINING: (Strictly No Pork Ingredients)</p> <p>AM SNACK (bread/sandwiches/salads/pasta/soup + juice/bottled water)</p> <p>LUNCH (grains, vegetable, chicken/fish & fruits + juice/bottled water)</p> <p>PM SNACK</p>	



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph

	(bread/sandwiches/salads/pasta/soup + juice/bottled water)	
3	OTHER INCLUSIONS <ul style="list-style-type: none"> • Buffet • For flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) • Note: Please clean/change the coffee everyday in the morning before the training starts at 7:00am. • Utensils such as plates, spoon, fork and cups for 38 pax daily • Bottled water for 38 pax 	
4	Mode of Payment Send Bill Arrangement Penalty and/or termination of contract of the winning bidder might incur when the above stated technical specification is not complied.	
Total Amount		

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

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph