



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 Seminar on Proper Writing of Official Correspondence Using Filipino Language**" 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 Seminar on Proper Writing of Official Correspondence Using Filipino Language**

Location : **President's Room, 4th Floor, Customs Capacity Building Center, Port of Manila Building, Gate 3, South Harbor, Port Area Manila**

Approved Budget for the Contract: **Forty Two Thousand Pesos (Php 42,000.00) - inclusive of tax**

Specifications

QTY.	DESCRIPTION
1 LOT	<p>Meals for 140 pax</p> <p>Date of Event:</p> <ul style="list-style-type: none">• July 17, 2018 (70 pax)• July 18, 2018 (70 pax) <p>Should include:</p> <ul style="list-style-type: none">• AM Snacks P60.00 (head w/ bottled drinks)• Lunch P180.00 (head w/ bottled drinks)• PM Snacks P60.00 (head w/ bottled drinks) <p>Others:</p> <ul style="list-style-type: none">• Free Candies• Buffet set up with Plates; Utensils & Cups• Free flowing coffee/tea & water• Managed buffet lunch <p>Service Provider should also provide:</p> <ul style="list-style-type: none">• At least 2 waiter service to manage distribution of food and attend to other needs.

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 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 July 13, 2018, 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,


GLADYS F. ROSALES, MPA, CESE

Deputy Commissioner
Internal Administration Group

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	Meals for 140 pax Date of Event: <ul style="list-style-type: none">• July 17, 2018 (70 pax)• July 18, 2018 (70 pax) Should include: <ul style="list-style-type: none">• AM Snacks P60.00 (head w/ bottled drinks)• Lunch P180.00 (head w/ bottled drinks)• PM Snacks P60.00 (head w/ bottled drinks) Others: <ul style="list-style-type: none">• Free Candies• Buffet set up with Plates; Utensils & Cups• Free flowing coffee/tea & water• Managed buffet lunch Service Provider should also provide: <ul style="list-style-type: none">• At least 2 waiter service to manage distribution of food and attend to other needs.		

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)