



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Procurement of Service Certifying Body (CB) for Manila International Container Port (MICP), Port of Subic and Customer Care Center – Port of Zamboanga relevant to the ISO 9001:2015 Quality Management System Certification”** 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:

**Procurement of Service Certifying Body (CB) for Manila International Container Port (MICP), Port of Subic and Customer Care Center – Port of Zamboanga relevant to the ISO 9001:2015 Quality Management System Certification**  
**General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
**Five Hundred Ninety Thousand Two Hundred Forty Pesos (PHP590,240.00) inclusive of tax**

Location:

Approved Budget for the Contract:

Specifications:

QTY	DESCRIPTION
1 LOT	<p>The ISO Certifying Body (CB) has been accredited by an International Accreditation Forum (IAF)</p> <p>The CB has been accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry</p> <p>The CB has certified a process of a customs office for the last five (5) years</p> <p>The winner bidder shall conform to BOC Schedule</p> <p><b>Ports</b></p> <p>1. Manila International Container Port (MICP)</p> <ul style="list-style-type: none"> <li>- Year 1</li> <li>- Stage 1 Audit (8 hrs)</li> <li>- Stage 2 On-site Audit (48 hrs)</li> <li>- Audit Planning and Report Preparation (16 Hrs)</li> </ul> <p>2. Port of Subic</p> <ul style="list-style-type: none"> <li>- Year 1</li> <li>- Stage 1 Audit (8 hrs)</li> <li>- Stage 2 On-site Audit (36 hrs)</li> <li>- Audit Planning and Report Preparation (16 Hrs)</li> </ul>

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| <p>3. Customer Care Center – Port of Zamboanga</p> <ul style="list-style-type: none"><li>- Year 1</li><li>- Stage 1 Audit (8 hrs)</li><li>- Stage 2 On-site Audit (24 hrs)</li><li>- Audit Planning and Report Preparation (8 Hrs)</li></ul> |
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Interested suppliers are required to submit **original/certified true copy** of the following: valid and current *Mayor's Permit, DTT/SEC Registration (for partnerships/corporations, General Information Sheet and Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, 2020 Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.*

Submission of quotation and eligibility documents is on or before **April 18, 2022, 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,

  
**ISAGANI D. GALSIM**  
Chief, General Services Division





Annex "A"

## PRICE QUOTATION FORM

Date

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

**Project Name:**

**Procurement of Service Certifying Body (CB) for Manila International Container Port (MICP), Port of Subic and Customer Care Center – Port of Zamboanga relevant to the ISO 9001:2015 Quality Management System Certification**

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	<p>The ISO Certifying Body (CB) has been accredited by an International Accreditation Forum (IAF)</p> <p>The CB has been accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry</p> <p>The CB has certified a process of a customs office for the last five (5) years</p> <p>The winner bidder shall conform to BOC Schedule</p> <p><b>Ports</b></p> <p>1. Manila International Container Port (MICP)</p> <ul style="list-style-type: none"><li>- Year 1</li><li>- Stage 1 Audit (8 hrs)</li><li>- Stage 2 On-site Audit (48 hrs)</li><li>- Audit Planning and Report Preparation (16 Hrs)</li></ul> <p>2. Port of Subic</p> <ul style="list-style-type: none"><li>- Year 1</li><li>- Stage 1 Audit (8 hrs)</li><li>- Stage 2 On-site Audit (36 hrs)</li><li>- Audit Planning and Report Preparation (16 Hrs)</li></ul>		

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	<p>3. Customer Care Center – Port of Zamboanga</p> <ul style="list-style-type: none"><li>- Year 1</li><li>- Stage 1 Audit (8 hrs)</li><li>- Stage 2 On-site Audit (24 hrs)</li><li>- Audit Planning and Report Preparation (8 Hrs)</li></ul>		
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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)