



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Orientation Programme for Newly Hired Employees Batch 3"** 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 Orientation Programme for Newly Hired Employees Batch 3**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **One Hundred Thirty-Five Thousand Pesos Pesos (Php135,000.00) - inclusive of tax**

Specifications: **1 LOT**

<b>ITEM</b>
<ul style="list-style-type: none"> <li>• Buffet (AM snack, PM snack and Lunch)</li> <li>• Flowing Coffee and Water During Training</li> <li>• No Pork Ingredients</li> <li>• With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer, Spoon and Fork, Trash Bag and Styro Cups</li> </ul>
Venue: 2 <sup>nd</sup> Floor, Training Room 1, ITDD Office, Citadel Building, Bonifacio Drive, Port Area, Manila
<ul style="list-style-type: none"> <li>• Date 1: October 11, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 2: October 12, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 3: October 13, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 4: October 14, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 5: October 17, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 6: October 18, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 7: October 19, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> </ul>



- Date 8: October 20, 2022  
50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)
- Date 9: October 21, 2022  
50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and 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 **October 10, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto: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

Project Title: **Catering Services for News Writing and Technical Report Writing**

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	Total Amount
<ul style="list-style-type: none"> <li>• Buffet (AM snack, PM snack and Lunch)</li> <li>• Flowing Coffee and Water During Training</li> <li>• No Pork Ingredients</li> <li>• With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer, Spoon and Fork, Trash Bag and Styro Cups</li> </ul>	
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# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

<ul style="list-style-type: none"> <li>• Date 5: October 17, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 6: October 18, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 7: October 19, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 8: October 20, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</li> <li>• Date 9: October 21, 2022 50 pax (46 participants + 2 Resource Speakers/day, 2 facilitator/day)</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

\_\_\_\_\_  
Phone/Contact Number

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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