



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Transportation Services for Bureau's Hosting for the 34<sup>th</sup> meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)"** 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: **Transportation Services for Bureau's Hosting for the 34<sup>th</sup> meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Eighty-Two Thousand Four Hundred Pesos (Php82,400.00) - inclusive of tax**
- Specifications: **1 LOT**

ITEM	SPECIFICATIONS
1	<p><b>Transportation Services for Bureau's Hosting for the 34<sup>th</sup> meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)</b></p> <p><b><u>TRANSPORTATION (12 Seater Van)</u></b></p> <p><b>Van Rental for the 34<sup>th</sup> Meeting of the ASEAN Customs Procedures and Trade Facilitation Working Group (CPTFWG)</b></p> <p><b>March 19, 2023 (Arrival of BOC Secretariat/Delegates and ASEAN Delegates)</b></p> <ul style="list-style-type: none"> <li>• Two (2) units of van</li> <li>• Destination: Mactan-Cebu Int'l Airport to Hotel Venue</li> <li>• Minimum of 10 hours each with their services</li> </ul> <p><b>March 20, 2023 (Arrival of BOC Secretariat/Delegates and ASEAN Delegates)</b></p> <ul style="list-style-type: none"> <li>• Four (4) units of van</li> </ul>



	<ul style="list-style-type: none"> <li>• Destination: Mactan-Cebu Int'l Airport to Hotel Venue</li> <li>• Minimum of 10 hours each with their services</li> </ul> <p><b>March 22, 2023 (Standby Vans)</b></p> <ul style="list-style-type: none"> <li>• Three (3) units of van</li> <li>• Destination: Hotel Venue to SM Seaside</li> <li>• Minimum of 10 hours with their services</li> </ul> <p><b>March 23, 2023 (Departure of Delegates)</b></p> <ul style="list-style-type: none"> <li>• Two (2) units of van</li> <li>• Destination: Hotel Venue to Mactan-Cebu Int'l Airport</li> <li>• Minimum of 10 hours with their services</li> </ul> <p><b>March 24, 2023 (Departure of Delegates)</b></p> <ul style="list-style-type: none"> <li>• Four (4) units of van</li> <li>• Destination: Hotel Venue to Mactan-Cebu Int'l Airport</li> <li>• Minimum of 10 hours with their services</li> </ul>
2	<p><b><u>TRANSPORTATION (29-Seater Coaster)</u></b></p> <p><b>Coaster Rental for the 34<sup>th</sup> Meeting of the ASEAN Customs Procedures and Trade Facilitation Working Group (CPTFWG)</b></p> <p><b>March 23, 2023 (Cultural/City Tour)</b></p> <ul style="list-style-type: none"> <li>• One (1) unit of coaster</li> <li>• Destination: Hotel Venue to Tourist Sites</li> <li>• Minimum of 10 hours with their services</li> </ul>
	<p><b>Other inclusions:</b></p> <ul style="list-style-type: none"> <li>• Fully air-conditioned</li> <li>• Rental company must accept send-bill arrangement</li> <li>• Rental company must provide 'best effort' basis replacement units on the day vehicles are restricted from the Unifies Vehicle Reduction Scheme (UVRRS) and during accidents and repairs with the same class and same carrying capacity</li> <li>• Inclusive of comprehensive insurance coverage (CIC), third party liability (TPL), bodily injury (BI) and Auto Passenger Insurance Coverage (APIC)</li> <li>• Availability of a 24 hours action team to any road/traffic emergency situation such as accidents and breakdown.</li> </ul>





# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	Inclusive of VAT, driver's food, fuel cost, toll fees and parking fees and all applicable taxes and charges
--	---

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 Omnibus Sworn Statement, 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. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **March 17, 2023, 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**  
Head, BAC Secretariat/  
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: Transportation Services for Bureau's Hosting for the 34<sup>th</sup> meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)**

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	SPECIFICATIONS	TOTAL AMOUNT
1	<p><b>Transportation Services for Bureau's Hosting for the 34<sup>th</sup> meeting of the ASEAN CUSTOMS PROCEDURES AND TRADE FACILITATION WORKING GROUP (CPTFWG)</b></p> <p><b><u>TRANSPORTATION (12 Seater Van)</u></b></p> <p><b>Van Rental for the 34<sup>th</sup> Meeting of the ASEAN Customs Procedures and Trade Facilitation Working Group (CPTFWG)</b></p> <p><b>March 19, 2023 (Arrival of BOC Secretariat/Delegates and ASEAN Delegates)</b></p> <ul style="list-style-type: none"> <li>• Two (2) units of van</li> <li>• Destination: Mactan-Cebu Int'l Airport to Hotel Venue</li> <li>• Minimum of 10 hours each with their services</li> </ul> <p><b>March 20, 2023 (Arrival of BOC Secretariat/Delegates and ASEAN Delegates)</b></p> <ul style="list-style-type: none"> <li>• Four (4) units of van</li> </ul>	





	<ul style="list-style-type: none"> <li>• Destination: Mactan-Cebu Int'l Airport to Hotel Venue</li> <li>• Minimum of 10 hours each with their services</li> </ul> <p><b>March 22, 2023 (Standby Vans)</b></p> <ul style="list-style-type: none"> <li>• Three (3) units of van</li> <li>• Destination: Hotel Venue to SM Seaside</li> <li>• Minimum of 10 hours with their services</li> </ul> <p><b>March 23, 2023 (Departure of Delegates)</b></p> <ul style="list-style-type: none"> <li>• Two (2) units of van</li> <li>• Destination: Hotel Venue to Mactan-Cebu Int'l Airport</li> <li>• Minimum of 10 hours with their services</li> </ul> <p><b>March 24, 2023 (Departure of Delegates)</b></p> <ul style="list-style-type: none"> <li>• Four (4) units of van</li> <li>• Destination: Hotel Venue to Mactan-Cebu Int'l Airport</li> <li>• Minimum of 10 hours with their services</li> </ul>	
2	<p><b><u>TRANSPORTATION (29-Seater Coaster)</u></b></p> <p><b>Coaster Rental for the 34<sup>th</sup> Meeting of the ASEAN Customs Procedures and Trade Facilitation Working Group (CPTFWG)</b></p> <p><b>March 23, 2023 (Cultural/City Tour)</b></p> <ul style="list-style-type: none"> <li>• One (1) unit of coaster</li> <li>• Destination: Hotel Venue to Tourist Sites</li> <li>• Minimum of 10 hours with their services</li> </ul>	
	<p><b>Other inclusions:</b></p> <ul style="list-style-type: none"> <li>• Fully air-conditioned</li> <li>• Rental company must accept send-bill arrangement</li> <li>• Rental company must provide 'best effort' basis replacement units on the day vehicles are restricted from the Unifies Vehicle Reduction Scheme (UVRRS) and during accidents and repairs with the same class and same carrying capacity</li> </ul>	



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<ul style="list-style-type: none"> <li>• Inclusive of comprehensive insurance coverage (CIC), third party liability (TPL), bodily injury (BI) and Auto Passenger Insurance Coverage (APIC)</li> <li>• Availability of a 24 hours action team to any road/traffic emergency situation such as accidents and breakdown.</li> </ul> <p>Inclusive of VAT, driver's food, fuel cost, toll fees and parking fees and all applicable taxes and charges</p>	
--	---	--

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)