



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Review and Revision of the BOC Citizen's Charter"** 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 Review and Revision of the BOC Citizen's Charter**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Two Hundred Eighty-one Thousand Eight Hundred Twenty Pesos (Php281,820.00) - inclusive of tax**
- Specifications:

Item	Specification
1	<p>Procurement of Catering Services <b>REVIEW AND REVISION OF THE BOC CITIZEN'S CHARTER</b></p> <p><b>Delivery Time:</b> 9am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: Situation Room, OCOM Building, 16th Street, South Harbor, Port Area, Manila</p> <p>September 13, 15, 20, 22, 27, 29, 2023 – 15 pax            October 4, 6, 11, 13, 18, 20, 25, 27, 2023 – 15 pax            November 8, 10, 15, 17, 22, 24, 29, 2023 – 15 pax            December 1, 6, 8, 13, 15, 2023 – 15 pax            December 20, 2023 – 25 pax            January 5, 2024 – 25 pax</p> <p>Flowing brewed coffee and bottled water during the training session</p>
2	<b>Availability</b>
3	<b>Other Inclusions</b> For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups)
4	<b>Note</b> Please clean/change the coffee every day in the morning before the training starts at 8:00 am. Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.
5	<b>Mode of Payment</b> Send Bill

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.

Submission of quotation and eligibility documents is on or before **September 12, 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. 8526-6571 or email us at [bacsecretariat@customs.gov.ph](mailto: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 Review and Revision of the BOC Citizen's Charter**

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	Total Amount
1	Procurement of Catering Services for REVIEW AND REVISION OF THE BOC CITIZEN'S CHARTER  Delivery Time: 9:00am – Packed AM snacks 11:00am – Packed PM Snacks 2:00pm – PM snacks  Venue: Situation Room, OCOM Building, 16th Street, South Harbor, Port Area, Manila  September 13, 15, 20, 22, 27, 29, 2023 – 15 pax October 4, 6, 11, 13, 18, 20, 25, 27, 2023 – 15 pax November 8, 10, 15, 17, 22, 24, 29, 2023 – 15 pax December 1, 6, 8, 13, 15, 2023 – 15 pax December 20, 2023 – 25 pax January 5, 2024 – 25 pax  Flowing brewed coffee and bottled water during the training session	
2	<b>Availability</b>	
3	<b>Other Inclusions</b> For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups)	
4	<b>Note</b>	



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<p>Please clean/change the coffee every day in the morning before the training starts at 8:00 am.</p> <p>Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.</p>	
5	<p><b>Mode of Payment</b> Send Bill</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)