



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for the Continuation of the Review and Revision of the BOC Citizen's Charter (External and Internal Processes)"** 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 the Continuation of the Review and Revision of the BOC Citizen's Charter (External and Internal Processes)**

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

Approved Budget for the Contract: **One Hundred Eighteen Thousand Nine Hundred Fifty Pesos (Php118,950.00) - inclusive of tax**

Specifications:

**LOT 1**

Item	Specification
1	<p><b>Catering Services for the Continuation of the Review and Revision of the BOC Citizen's Charter (External and Internal Processes)</b></p> <p><b>Delivery Time:</b> 9:00am – Packed AM snacks 11:00am – Packed PM snacks 2:00pm – PM snacks</p> <p><b>Venue:</b> Situation Room, OCOM Building, 16<sup>th</sup> Street, South Harbor, Port Area, Manila</p> <p><b>Date:</b> February 13, 14, 15, 16, 2024 – 15 pax March 5, 6, 7, 8, 12, 13, 14, 15, 19, 2024 – 15 pax</p> <p>Flowing brewed coffee and bottled water during the training session.</p>
2	<p><b>Other Inclusions</b> For flowing coffee (Percolators, sugar, creamer, coffee stirrer, cups)</p>
3	<p><b>Note:</b> Please clean/change the coffee every day in the morning before the training starts at 7:00am.</p>



	Penalty and/or termination of contract of the winning bidder might incur when the above stated technical specification is not complied.
4	<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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **February 12, 2024, 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 the Continuation of the Review and Revision of the BOC Citizen's Charter (External and Internal Processes)**

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	Remarks
1	<p><b>Catering Services for the Continuation of the Review and Revision of the BOC Citizen's Charter (External and Internal Processes)</b></p> <p><b>Delivery Time:</b> 9:00am – Packed AM snacks 11:00am – Packed PM snacks 2:00pm – PM snacks</p> <p><b>Venue:</b> Situation Room, OCOM Building, 16<sup>th</sup> Street, South Harbor, Port Area, Manila</p> <p><b>Date:</b> February 13, 14, 15, 16, 2024 – 15 pax March 5, 6, 7, 8, 12, 13, 14, 15, 19, 2024 – 15 pax</p> <p>Flowing brewed coffee and bottled water during the training session.</p>	
2	<p><b>Other Inclusions</b></p> <ul style="list-style-type: none"><li>- At least 2 service waiters</li><li>- Buffet set up with</li><li>- Plates; Utensils &amp; Cups</li><li>- Percolators</li></ul>	
3	<p><b>Note:</b> Please clean/change the coffee every day in the morning before the training starts at 7:00am.</p>	



	Penalty and/or termination of contract of the winning bidder might incur when the above stated technical specification is not complied.	
4	<b>Mode of Payment</b> Send Bill	
<b>Total Amount</b>		

Total amount in words:

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**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)



Gate 3, South Harbor, Port Area, Manila 1018

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