



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value for Procurement of "Procurement of Catering Services for Bureau of Customs Collectors Conference", 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 Catering Services for Bureau of Customs Collectors Conference  
Location : President's Hall, 4<sup>th</sup> Floor, Customs Capacity Building Center, Port of Manila Building, Gate 3, South Harbor, Port Area Manila  
Approved Budget for the Contract: One Hundred Six Thousand Six Hundred Pesos (Php106,600.00)-inclusive of tax

### Specifications:

QTY.	DESCRIPTION
1 lot	<p>Meals for 82 pax Free flowing coffee/tea &amp; water Managed buffet lunch</p> <p>Date of Event:</p> <ul style="list-style-type: none"><li>December 21-22, 2016</li></ul> <p>Should include:</p> <ul style="list-style-type: none"><li>AM Snacks P200.00 (head w/ bottled drinks)</li><li>Buffet Lunch P250.00 (head w/ bottled drinks)</li><li>PM Snacks P200.00 (head w/ bottled drinks)</li></ul> <p>Others:</p> <ul style="list-style-type: none"><li>Buffet set up with Plates; Utensils &amp; Cups</li><li>Chairs and Table set up</li></ul> <p>Service Provider should also provide:</p> <ul style="list-style-type: none"><li>At least 4 waiter service to manage distribution of food and attend to other needs.</li></ul>

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/ Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before December 19, 2016 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 initialled 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,



**JOSEPH G. ESCASIO**  
Officer-in-Charge, Administration Office  
Internal Administration Group

**PRICE QUOTATION FORM**

\_\_\_\_\_

Date

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

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	Meals for 82 pax Free flowing coffee/tea & water Managed buffet lunch  Date of Event: • December 21-22, 2016  Should include: • AM Snacks P200.00 (head w/ bottled drinks) • Buffet Lunch P250.00 (head w/ bottled drinks) • PM Snacks P200.00 (head w/ bottled drinks)  Others: • Buffet set up with Plates; Utensils & Cups • Chairs and Table set up  Service Provider should also provide: At least 4 waiter service to manage distribution of food and attend to other needs. Service Provider should also provide: • At least 4 waiter service to manage distribution of food and attend to other needs.		

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)