



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

### REQUEST FOR QUOTATION

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

Location : **Training Venue, Bureau of Treasury Training Room in Intramuros, Manila**

Approved Budget for the Contract : **Three Hundred Seventy-Eight Thousand Pesos (Php 378,000.00) inclusive of tax**

Specifications :

QTY.	DESCRIPTION
1LOT	<b>Event: Catering Services Orientation Programme for Newly Hired Employees of Bureau of Customs</b>  <b>Food:</b>  <b>Batch 5: March 2-10, 2020 (excludes weekends)</b> Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session  <b>Batch 6: March 23-31, 2020 (excludes weekends)</b> Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session  <b>Batch 7: May 4-12, 2020 (excludes weekends)</b> Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session
	<b>Other Inclusions for FREE</b> - at least 2 service waiters - Buffet set – up with Plates, Utensils and Cups

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), 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 March 2, 2020 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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**

Acting Chief, General Services Division

Annex "A"

### 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
1LOT	<b>Event: Catering Services Orientation Programme for Newly Hired Employees of Bureau of Customs</b>  <b>Food:</b>  <b>Batch 5: March 2-10, 2020 (excludes weekends)</b> Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session  <b>Batch 6: March 23-31, 2020 (excludes weekends)</b> Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session  <b>Batch 7: May 4-12, 2020 (excludes weekends)</b> Meals (AM/PM snacks, lunch) Flowing coffee/tea and water during the training session		
	<b>Other Inclusions for FREE</b> - at least 2 service waiters - Buffet set – up with Plates, Utensils and Cups		

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)

## TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

QTY.	DESCRIPTION	STATEMENT OF COMPLIANCE
<b>1LOT</b>	<p><b>Event: Catering Services Orientation Programme for Newly Hired Employees of Bureau of Customs</b></p> <p><b>Food:</b></p> <p><b>Batch 5: March 2-10, 2020 (excludes weekends)</b>                      Meals (AM/PM snacks, lunch)                      Flowing coffee/tea and water during the training session</p> <p><b>Batch 6: March 23-31, 2020 (excludes weekends)</b>                      Meals (AM/PM snacks, lunch)                      Flowing coffee/tea and water during the training session</p> <p><b>Batch 7: May 4-12, 2020 (excludes weekends)</b>                      Meals (AM/PM snacks, lunch)                      Flowing coffee/tea and water during the training session</p>	
	<p><b>Other Inclusions for FREE</b></p> <ul style="list-style-type: none"> <li>- at least 2 service waiters</li> <li>- Buffet set – up with Plates, Utensils and Cups</li> </ul>	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of Representative

Date: \_\_\_\_\_