



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 for Procurement of Procurement of Catering Services for Basic Customs Procedures, Rules and Regulations for Stakeholders (Importers and Exporters), 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 : Basic Customs Procedures, Rules and Regulations for Stakeholders (Importers and Exporters)

Location : Social Hall, 2/F Port of Manila Building, Gate 3, South Harbor, Port Area Manila

Approved Budget for the Contract: One Hundred Twenty Thousand Pesos (Php120,000.00)  
-inclusive of tax

Specifications :

QTY.	DESCRIPTION
1 lot	Meals for 400 pax Free flowing coffee Strictly no pork in all food served. Date of Event: September 23, 2016 Should include: AM Snacks P60.00 (head w/ bottled drinks) Lunch P180.00 (head w/ bottled drinks) PM Snacks P60.00 (head w/ bottled drinks) Service Provider should also provide: <ul style="list-style-type: none"><li>• 400 pcs bottled water</li><li>• Free waiter service to manage distribution of food and attend to other needs.</li></ul>

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before September 22, 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 bocbacsecretariat2014@gmail.com

Very truly yours,

  
**ATTY. ARTURO M. LACHICA, CESO II**  
Deputy Commissioner  
Internal Administration Group





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
1 lot	Meals for 400 pax Free flowing coffee Strictly no pork in all food served. Date of Event: September 18, 2016 Should include: AM Snacks P60.00 (head w/ bottled drinks) Lunch P180.00 (head w/ bottled drinks) PM Snacks P60.00 (head w/ bottled drinks) Service Provider should also provide: <ul style="list-style-type: none"><li>• 400 pcs bottled water</li><li>• Free waiter service to manage distribution of food and attend to other needs.</li></ul>		

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:

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
1	400 AM Snacks– P60.00/head with bottled drinks 400 PM Snacks– P60.00/head with bottled drinks 400 Lunch – P180/head with bottled drinks 1 bottled water each (400pieces)	
2	Free flowing coffee	
3	Free waiter service to manage distribution of food and attend to other needs.	
4	STRICTLY NO PORK IN ALL FOOD SERVED.	
5	NO DOWN PAYMENT WILL BE PAID	
6	SEND BILL ARRANGEMENT.	

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

Name of Company

Signature Over Printed Name of Representatives

Date: