



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Basic Course on Enforcement"** 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 Basic Course on Enforcement**

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

Approved Budget for the Contract: **Eight Hundred Eighty-Five Thousand Pesos Pesos (Php885,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM
<ul style="list-style-type: none"> <li>• Buffet (Breakfast, Lunch and Dinner)</li> <li>• Inclusion: fruit for lunch and buffet setup</li> <li>• Flowing Coffee and Water During Training</li> <li>• No Pork Ingredients</li> </ul>
Venue: ESS building, ESS Conference Room, Gate 3 Bureau of Customs, Port Area, Manila
<ul style="list-style-type: none"> <li>• Date : October 17, 2022 – December 30, 2022 59 pax x 50 Days</li> </ul>
<ul style="list-style-type: none"> <li>• At least 2 Service Waiters</li> <li>• With Utensils, Creamer, Sugar Coffee, Percolator, Stirrer, Spoon and Fork, Trash Bag and Styro Cups</li> </ul>

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Submission of quotation and eligibility documents is on or before **October 11, 2022, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

**ISAGANI D. GALSIM**

Chief Administrative Officer  
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 Basic Course on Enforcement**

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	Total Amount
<ul style="list-style-type: none"> <li>• Buffet (Breakfast, Lunch and Dinner)</li> <li>• Inclusion: fruit for lunch and buffet setup</li> <li>• Flowing Coffee and Water During Training</li> <li>• No Pork Ingredients</li> </ul>	
Venue: ESS building, ESS Conference Room, Gate 3 Bureau of Customs, Port Area, Manila	
<ul style="list-style-type: none"> <li>• Date : October 17, 2022 – December 30, 2022 59 pax x 50 Days</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

\_\_\_\_\_  
Phone/Contact Number

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)