



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

427 - 947  
Internal Admin. Group  
Received by: VICKY REYES  
Date: 070018  
Time: 7

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Catering Services for Motorcycle Riders Course for Customs Police Officers and Uniformed Personnel**" 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 Motorcycle Riders Course for Customs Police Officers and Uniformed Personnel**  
Location : **President's Room, 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: **Thirty Thousand Pesos (Php 30,000.00) - inclusive of tax**

#### Specifications

QTY.	DESCRIPTION
1 LOT	<p>Meals for 100 pax</p> <p>Date of Event:</p> <ul style="list-style-type: none"><li>• July 23, 2018 (20 pax)</li><li>• July 24, 2018 (20 pax)</li><li>• July 25, 2018 (20 pax)</li><li>• July 26, 2018 (20 pax)</li><li>• July 27, 2018 (20 pax)</li></ul> <p>Should include:</p> <ul style="list-style-type: none"><li>• AM Snacks P60.00 (head w/ bottled drinks)</li><li>• Lunch P180.00 (head w/ bottled drinks)</li><li>• PM Snacks P60.00 (head w/ bottled drinks)</li></ul> <p>Others:</p> <ul style="list-style-type: none"><li>• Free Candies</li><li>• Buffet set up with Plates; Utensils &amp; Cups</li><li>• Free flowing coffee/tea &amp; water</li><li>• Managed buffet lunch</li></ul> <p>Service Provider should also provide:</p> <ul style="list-style-type: none"><li>• At least 2 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 (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 July 18, 2018, 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,



**GLADYS F. ROSALES, MPA, CESE**

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:

<b>QTY.</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1 LOT	<p>Meals for 100 pax</p> <p>Date of Event:</p> <ul style="list-style-type: none"><li>• July 23, 2018 (20 pax)</li><li>• July 24, 2018 (20 pax)</li><li>• July 25, 2018 (20 pax)</li><li>• July 26, 2018 (20 pax)</li><li>• July 27, 2018 (20 pax)</li></ul> <p>Should include:</p> <ul style="list-style-type: none"><li>• AM Snacks P60.00 (head w/ bottled drinks)</li><li>• Lunch P180.00 (head w/ bottled drinks)</li><li>• PM Snacks P60.00 (head w/ bottled drinks)</li></ul> <p>Others:</p> <ul style="list-style-type: none"><li>• Free Candies</li><li>• Buffet set up with Plates; Utensils &amp; Cups</li><li>• Free flowing coffee/tea &amp; water</li><li>• Managed buffet lunch</li></ul> <p>Service Provider should also provide:</p> <ul style="list-style-type: none"><li>• At least 2 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,

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Name/ Signature of Representative

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Name of Company

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

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

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



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

## **CERTIFICATE OF AVAILABILITY OF ALLOTMENT / BUDGET FOR OBLIGATION / UTILIZATION**

This is to certify that the Bureau has available allotment / budget for obligation / utilization as authorized in the FY 2018 General Appropriations Act (GAA) R.A. 10964

**CATERING SERVICES FOR MOTORCYCLE**


**RIDERS COURSE FOR CUSTOMS POLICE OFFICERS**

**AND UNIFORMED PERSONNEL**

**P 30,000.00**

This certification is issued upon the request of Ms. Gladys D. Fontanilla-Estrada, Acting Chief, General Services Division.

Issued on this day July 5, 2018

  
**RAFAEL M. CRISOL, JR.**  
Chief, Budget Division  
Financial Management Office



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
Manila 1009

**MEMORANDUM**

**FOR** : **Mr. Rafael M. Crisol, Jr.**  
Chief, Budget Division

**SUBJECT** : **Request for Certificate of Availability of Allotment**

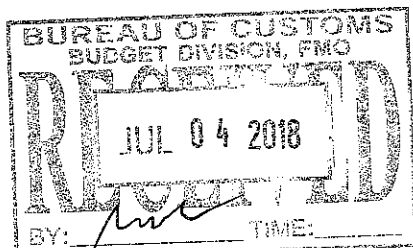
**DATE** : **July 5, 2018**

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The Interim Training and Development Division (ITDD) proposed a budget amounting to Thirty Thousand Pesos (Php 30,000.00) for "**Catering Services for Motorcycle Riders Course for Customs Police Officers and Uniformed Personnel**" In relation to this, the Bids and Awards Committee (BAC) will conduct a small value procurement, hence, a request for a Certificate of Availability of Allotment.

For your appropriate action.

**GLADYS D. FONTANILLA-ESTRADA**  
Acting Chief, General Services Division



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