



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 General Administration"** 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 General Administration**

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

Approved Budget for the Contract: **One Hundred Fifty-Four Thousand Pesos (Php154,000.00) - inclusive of tax**

Specifications: **1 LOT**

ITEM
<ul style="list-style-type: none">• Packed Meals (AM snack, PM snack and Lunch)• Flowing Coffee and Water During Training• No Pork Ingredients• With Utensils and Styro Cups
Venue: 2 nd Floor, Training Room 1, ITDD Office, Citadel Building, Bonifacio Drive, Port Area, Manila
Batch 1
<ul style="list-style-type: none">• Date: August 16-24, 2022 28 pax / 7 days
Batch 2
<ul style="list-style-type: none">• Date: September 06-14, 2022 27 pax / 7 days

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit)/CDA Registration (for cooperative), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **August 12, 2022, 10:00 a.m.**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.



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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.

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 General Administration**

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"> • Packed Meals (AM snack, PM snack and Lunch) • Flowing Coffee and Water During Training • No Pork Ingredients • With Utensils and Styro Cups 	
Venue: 2 nd Floor, Training Room 1, ITDD Office, Citadel Building, Bonifacio Drive, Port Area, Manila	
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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



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Mayor's Permit No. _____
PhilGEPS Registration No. _____
(Please submit the photocopies of the above documents upon submission of quotation)