



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Refresher Course on Assessment (Batch 04-2020) Webinar via Microsoft Teams"** 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 Refresher Course on Assessment (Batch 04-2020) Webinar via Microsoft Teams
Location	: Situation Room, G/F OCOM Building, Bureau of Customs, Port Area, Manila
Approved Budget for the Contract	: Fifteen Thousand Pesos (Php 15,000.00) inclusive of tax
Specifications	:

QTY.	DESCRIPTION
1 LOT	Catering Services for Refresher Course on Assessment (Batch 04-2020) Webinar via Microsoft Teams June 15-19, 2020 & June 22-26,2020 <ul style="list-style-type: none">○ 10 Days○ PM snack with drinks○ 15 Number of Participants

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 June 15, 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.

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

A Modernized and Credible Customs Administration That is Among the World's Best

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.

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
1 LOT	Catering Services for Refresher Course on Assessment (Batch 04-2020) Webinar via Microsoft Teams June 15-19, 2020 & June 22-26,2020 <ul style="list-style-type: none">○ 10 Days○ PM snack with drinks○ 15 Number of Participants		

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
1LOT	Catering Services for Refresher Course on Assessment (Batch 04-2020) Webinar via Microsoft Teams June 15-19, 2020 & June 22-26,2020 <ul style="list-style-type: none">○ 10 Days○ PM snack with drinks○ 15 Number of Participants	

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

Name of Company

Signature over Printed Name of Representative

Date: _____