



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 Cargo Security Management for Customs Security Guard Tactical Course"** 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 Cargo Security Management for Customs Security Guard Tactical Course**

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

Approved Budget for the Contract: **Nine Hundred Ninety-One Thousand Five Hundred Pesos (Php991,500.00) - inclusive of tax**

Specifications:

ITEM	SPECIFICATIONS	AMOUNT
1 LOT	Procurement of Catering Services for Basic Course on Cargo Security Management for Customs Security Guard Tactical Course	PHP945,000.00
	Training Meals BREAKFAST, LUNCH AND DINNER (2 viands and one rice) (Inclusion: fruit for lunch and buffet set-up)	
	August 07 – September 05, 2023 (venue: ITDD Training Area, NPO Bldg., Bureau of Customs)	
	70 pax x 30 days Flowing coffee/tea during the training session and round the clock flowing water	
	Availability	
Other Inclusions for FREE - At least 2 service waiters - Buffet set up with - Plates; Utensils and Cups		
Mode of Payment Send Bill		



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LOT 2	<p>Procurement of Catering Services for Basic Course on Cargo Security Management for Customs Security Guard Tactical Course</p> <p>Convening and Graduation Program</p> <p>CONVENING: BREAKFAST August 07, 2023 (venue: ESS Headquarters Lobby, Bureau of Customs) (inclusion: Cocktail tables and Buffet set-up) 15 pax</p> <p>GRADUATION: LUNCH September 04, 2023 (inclusion: table and chairs set-up for 140 pax) (venue: NPO grounds) 140 pax</p>	PHP46,500.00
	Availability	
	<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - At least 2 service waiters - Buffet set up with - Plates; Utensils and Cups 	
	<p>Mode of Payment Send Bill</p>	

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **July 31, 2023, 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.



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For inquiry, you may contact us at Telefax no. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM

Head, BAC Secretariat/

Chief, 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 Cargo Security Management for Customs Security Guard Tactical Course**

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	SPECIFICATIONS	TOTAL AMOUNT
1 LOT	Procurement of Catering Services for Basic Course on Cargo Security Management for Customs Security Guard Tactical Course Training Meals BREAKFAST, LUNCH AND DINNER (2 viands and one rice) (Inclusion: fruit for lunch and buffet set-up) August 07 – September 05, 2023 (venue: ITDD Training Area, NPO Bldg., Bureau of Customs) 70 pax x 30 days Flowing coffee/tea during the training session and round the clock flowing water	
	Availability	
	Other Inclusions for FREE - At least 2 service waiters - Buffet set up with - Plates; Utensils and Cups	
	Mode of Payment Send Bill	
LOT 2	Procurement of Catering Services for Basic Course on Cargo Security Management for Customs Security Guard Tactical Course Convening and Graduation Program	



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<p>CONVENING: BREAKFAST August 07, 2023 (venue: ESS Headquarters Lobby, Bureau of Customs) (inclusion: Cocktail tables and Buffet set-up) 15 pax</p> <p>GRADUATION: LUNCH September 04, 2023 (inclusion: table and chairs set-up for 140 pax) (venue: NPO grounds) 140 pax</p>	
Availability	
<p>Other Inclusions for FREE</p> <ul style="list-style-type: none"> - At least 2 service waiters - Buffet set up with - Plates; Utensils and Cups 	
<p>Mode of Payment Send Bill</p>	

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)