



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Comprehensive Orientation and On-Boarding Programme for Newly Hired Employees Batch 5"** 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 Comprehensive Orientation and On-Boarding Programme for Newly Hired Employees Batch 5**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **One Hundred Thirty-Two Thousand Pesos (Php132,000.00) - inclusive of tax**
- Specifications:

Item	Specification
1	<p>Procurement of Catering Services for COMPREHENSIVE ORIENTATION AND ON-BOARDING PROGRAMME FOR NEWLY HIRED EMPLOYEES BATCH 5</p> <p>Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>August 7 to 18, 2023 33 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>
2	Availability
3	<p>Other Inclusions</p> <ul style="list-style-type: none"> - Buffet - For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) <p>Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.</p> <ul style="list-style-type: none"> - Utensils such as plates, spoon, fork and cups for 33 pax daily - Bottled water for 33 pax daily
4	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.



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.

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 Comprehensive Orientation and On-Boarding Programme for Newly Hired Employees Batch 5**

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	Specification	Total Amount
1	<p>Procurement of Catering Services for COMPREHENSIVE ORIENTATION AND ON-BOARDING PROGRAMME FOR NEWLY HIRED EMPLOYEES BATCH 5</p> <p>Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>August 7 to 18, 2023 33 pax x 10 days</p> <p>Flowing coffee/tea and water during the training session STRICTLY NO PORK</p>	
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4	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.	



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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)