



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Catering Services for Cash Management and Control System Training"** 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 Cash Management and Control System Training**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **One Hundred Eleven Thousand Six Hundred Pesos (Php111,600.00) - inclusive of tax**

Specifications :

Item	Specification
1	<p>CATERING SERVICES FOR CASH MANAGEMENT AND CONTROL SYSTEM TRAINING</p> <p>Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>AM SNACKS 1 serving (Bread/Pasta/Fruit/ Dessert)</p> <p>LUNCH 1 cup of rice 1 pc/cup of meat (Fish/ Beef/ Chicken) 1 pc/cup of vegetables</p> <p>PM SNACKS 1 serving (Bread/Pasta/Fruit/ Dessert)</p> <p>BATCH 1 Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila November 28 to 30, 2023 46 pax x 3 days</p>



	<p>BATCH 2 Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila December 5 to 7, 2023 47 pax x 3 days</p> <p>Flowing coffee/tea and water during the training session</p> <p>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) Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am. - Utensils such as plates, spoon, fork and cups for 46 pax daily (Batch 1) 47 pax daily (Batch 2) - Bottled water for 46 pax daily (Batch 1) 47 pax daily (Batch 2) (pax x days x meals)
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 **November 28, 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



Gate 3, South Harbor, Port Area, Manila 1018

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Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Project Title: **Catering Services for Cash Management and Control System Training**

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>CATERING SERVICES FOR CASH MANAGEMENT AND CONTROL SYSTEM TRAINING</p> <p>Delivery Time: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p>AM SNACKS 1 serving (Bread/Pasta/Fruit/ Dessert)</p> <p>LUNCH 1 cup of rice 1 pc/cup of meat (Fish/ Beef/ Chicken) 1 pc/cup of vegetables</p> <p>PM SNACKS 1 serving (Bread/Pasta/Fruit/ Dessert)</p> <p>BATCH 1 Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila November 28 to 30, 2023 46 pax x 3 days</p> <p>BATCH 2 Venue: ITDD Training Room, Citadel Building, Bonifacio Drive, Port Area, Manila December 5 to 7, 2023</p>	



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	47 pax x 3 days Flowing coffee/tea and water during the training session STRICTLY NO PORK	
2	Availability	
3	Other Inclusions - Buffet - For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am. - Utensils such as plates, spoon, fork and cups for 46 pax daily (Batch 1) 47 pax daily (Batch 2) - Bottled water for 46 pax daily (Batch 1) 47 pax daily (Batch 2) (pax x days x meals)	
4	Note: Penalty and/ or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied	

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)



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