



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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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 11-14"** 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 11-14**

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

Approved Budget for the Contract: **Six Hundred Eighty-Eight Thousand Pesos (Php688,000.00) - inclusive of tax**

Specifications:

LOT 1

Item	Specification
1	<p>Catering Services for Comprehensive Orientation and On-boarding Programme for Newly Hired Employees Batch 11-14</p> <p>Venue: ITDD Training Room, Citadel Building, Port Area Manila DELIVERY TIME: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p><u>BATCH 11</u> DATE: February 26 to March 8, 2024 37 pax (33 participants, 2 resource speakers, 2 facilitators) x 10 days</p> <p><u>BATCH 12</u> DATE: March 4 to 15, 2024 64 pax (60 participants, 2 resource speakers, 2 facilitators) x 10 days</p> <p><u>BATCH 13</u> DATE: March 11 to 22, 2024 37 pax (33 participants, 2 resource speakers, 2 facilitators) x 10 days</p> <p><u>BATCH 14</u> DATE: April 1 to 12, 2024 34 pax (30 participants, 2 resource speakers, 2 facilitators) x 10 days</p>



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2	BUFFET SET UP/PACKED MEALS
3	- Free Flowing coffee/ Tea during the training session - Bottled Water/ Juice per meal serving
4	Serving Time: AM Snacks (9:00am) Lunch (12:00nn) PM Snacks (3:00pm)
5	MEAL REQUIREMENT FOR NORMAL TRAINING: (Strictly No Pork Ingredients) AM SNACK (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water) LUNCH (grains, vegetable, chicken/ fish & fruits + juice/ bottled water) PM SNACKS (bread/ sandwiches/ salads/pasta/soup + juice/ bottled water)
6	Other Inclusions - Buffet

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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **February 19, 2024, 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



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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 11-14**

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	Remarks
1	<p>Venue: ITDD Training Room, Citadel Building, Port Area Manila</p> <p>DELIVERY TIME: 8am – AM snacks, 11am – Lunch, 2pm – PM snacks</p> <p><u>BATCH 11</u> DATE: February 26 to March 8, 2024 37 pax (33 participants, 2 resource speakers, 2 facilitators) x 10 days</p> <p><u>BATCH 12</u> DATE: March 4 to 15, 2024 64 pax (60 participants, 2 resource speakers, 2 facilitators) x 10 days</p> <p><u>BATCH 13</u> DATE: March 11 to 22, 2024 37 pax (33 participants, 2 resource speakers, 2 facilitators) x 10 days</p> <p><u>BATCH 14</u> DATE: April 1 to 12, 2024 34 pax (30 participants, 2 resource speakers, 2 facilitators) x 10 days</p>	
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6	Other Inclusions - Buffet	
Total Amount		

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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