



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*

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL/BID BULLETIN**

**ADDENDUM NO. 1**

**PROCUREMENT OF CATERING SERVICES FOR BASIC COURSE ON  
ENFORCEMENT BATCH 7**

This Addendum No. 1 dated 30 July 2024 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

<b>ISSUES</b>	<b>CLARIFICATION/AMENDMENTS</b>
<p><b><u>Section I. Invitation to Bid</u></b></p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on September 21, 2023, from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB, in the amount for the following Lots: Lot 1- Five Thousand Pesos (P5,000.00) and Lot 2 – Five Hundred Pesos (P500.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.</p> <p>7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before August 12, 2024, 10:30 a.m. Late bids shall not be accepted.</p>	<p><b><u>Section I. Invitation to Bid</u></b></p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on <b>July 23, 2024</b>, from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB, in the amount for the following Lots: Lot 1- Five Thousand Pesos (P5,000.00) and Lot 2 – Five Hundred Pesos (P500.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.</p> <p>7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before August 12, 2024, <b>9:30 a.m.</b> Late bids shall not be accepted.</p>



**Section III. Bid Data Sheet**

ITB Clause	
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Certificate of at least Satisfactorily Rating from a previous client.</li> <li>2. Valid Sanitary Permit</li> <li>3. Individual Health Certificates with ID picture of the servers.</li> <li>4. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through BIR Electronic Filing and Payment System (eFS));</li> <li>5. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months;</li> </ol>

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Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

	6. Latest Audited Financial Statement; and 7. Updated Mayor'/Business Permit, Tax Clearance and Department of Trade and Industry or Security and Exchange Commission Registration		6. Latest Audited Financial Statement <b>(duly received by Security and Exchange Commission (SEC))</b> ; and 7. Updated Mayor'/Business Permit, Tax Clearance and Department of Trade and Industry or <b>SEC</b>
<u>Bid Form</u>		<u>Bid Form</u>  <b>Please see attached revised Bid Form</b>	

**Reminders:**

- Submission of bids will be on or before 12 August 2024, 9:30 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

for:   
**ATTY. ERWIN T. MENDOZA**  
 Chairperson, BAC





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**Bid Form**

Date: \_\_\_\_\_  
Invitation to Bid<sup>3</sup> N<sup>o</sup>: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the BOC, our services for the project, **“Procurement of Catering Services for Basic Course on Enforcement Batch 7”** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Item	Description	Quantity	Unit Cost	Total Cost
Lot 1	Procurement of Catering Services for Basic Course on Enforcement Batch 7	4,675pax		

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>4</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 10 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



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Date: \_\_\_\_\_

Invitation to Bid<sup>3</sup> N<sup>o</sup>: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the BOC, our services for the project, **“Procurement of Catering Services for Basic Course on Enforcement Batch 7”** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Item	Description	Quantity	Unit Cost	Total Cost
Lot 2	Procurement of Catering Services for Basic Course on Enforcement Batch 7	275pax		
		15 pax		
		110 pax		

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>4</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 10 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_