



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 Service for Financial Management Area Workshop for Central Office**” 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 Service for Financial Management Area Workshop for Central Office**

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

Approved Budget for the Contract: **One Hundred Sixty-Five Thousand One Hundred Pesos (Php165,100.00) - inclusive of tax**

Specifications:

**LOT 1**

Item	Specification
1	<p><b>Venue:</b> LDMO Training Room, 2<sup>nd</sup> Floor Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p><b>BATCH 1: IAG – MISTG (40 pax x 2 days)</b> <b>DATE: 17 – 18 February 2025</b> 40 pax (24 participants + 6 resource persons + 8 secretariats + 2 training officers)</p> <p><b>BATCH 2: AOCG – RCMG – PCAG (47 pax x 2 days)</b> <b>DATE: 20 – 21 February 2025</b> 47 pax (30 participants + 6 resource persons + 9 secretariats + 2 training officers)</p> <p><b>BATCH 3: EG – IG (40 pax x 2 days)</b> <b>DATE: 24 – 25 February 2025</b> 40 pax (29 participants + 6 resource persons + 3 secretariats + 2 training officers)</p>
2	<p><b>BUFFET SET UP / PACKED MEALS</b> (Strictly No Pork Ingredients)</p> <p><b>Serving Time:</b> AM snacks (9:00am), Lunch (12:00nn), PM snacks (3:00pm)</p> <p><b>AM snacks</b> (bread/ sandwiches/ salad/pasta/soup + juice/bottled water)</p> <p><b>Lunch</b> (grains, vegetable, fish/chicken &amp; fruits + juice/bottled water)</p> <p><b>PM snacks</b> (bread/ sandwiches/ salad/pasta/soup + juice/bottled water)</p> <p><b>Inclusion:</b> Flowing coffee/tea and water during the training session</p> <ul style="list-style-type: none"> <li>- For flowing coffee (percolators, sugar, creamer, coffee, stirrer, cups)</li> <li>- Utensils such as plates, spoon, fork and cups daily</li> <li>- Bottled water for daily</li> </ul>



	Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.
3	<p><b>Mode of Payment</b> Send Bill Arrangement</p> <p>Note: Penalty and/or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.</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) PHILGEPS Registration Certificate, 3) 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, 4) 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 10, 2025, 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 [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

  
**RAQUEL G. DE JESUS**

Head, BAC Secretariat/  
Acting Chief, General Services Division



Annex "A"

### PRICE QUOTATION FORM

Date

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

Project Title: **Catering Service for Financial Management Area Workshop for Central Office**

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:

#### LOT 1

Item	Specification	Statement of Compliance
1	<p><b>Venue:</b> LDMO Training Room, 2<sup>nd</sup> Floor Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p><b>BATCH 1: IAG – MISTG</b> (40 pax x 2 days) <b>DATE: 17 – 18 February 2025</b> 40 pax (24 participants + 6 resource persons + 8 secretariats + 2 training officers)</p> <p><b>BATCH 2: AOCG – RCMG – PCAG</b> (47 pax x 2 days) <b>DATE: 20 – 21 February 2025</b> 47 pax (30 participants + 6 resource persons + 9 secretariats + 2 training officers)</p> <p><b>BATCH 3: EG – IG</b> (40 pax x 2 days) <b>DATE: 24 – 25 February 2025</b> 40 pax (29 participants + 6 resource persons + 3 secretariats + 2 training officers)</p>	
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	<ul style="list-style-type: none"> <li>- Utensils such as plates, spoon, fork and cups daily</li> <li>- Bottled water for daily</li> </ul> <p>Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.</p>	
3	<p><b>Mode of Payment</b> Send Bill</p> <p>Note: Penalty and/or termination of contract of the winning bidder might incur when all the above stated technical specification is not complied.</p>	
<b>Total Amount</b>		

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)

