



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 the Orientation Programme for Newly Hired Employees Batch 17**” 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 the Orientation Programme for Newly Hired Employees Batch 17**

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

Approved Budget for the Contract: **Four Hundred Fifty-Nine Thousand Five Hundred Fifty Pesos (Php459,550.00) – Inclusive of tax**

Specifications:

Unit	Description/Specifications
1	<p>DELIVERY TIME: 8:00am – AM snacks, 11am – Lunch, 2pm – PM snacks.</p> <p>VENUE: Training Room 1, Learning and Development Management Office, 2nd Floor, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>06 May 2025 (Day 1) - 54 Pax 07 May 2025 (Day 2) - 53 Pax 08 May 2025 (Day 3) - 53 Pax 09 May 2025 (Day 4) - 55 Pax 13 May 2025 (Day 5) - 54 Pax 14 May 2025 (Day 6) - 54 Pax 15 May 2025 (Day 7) - 54 Pax 16 May 2025 (Day 8) - 56 Pax 19 May 2025 (Day 9) - 55 Pax 20 May 2025 (Day 10) - 55 Pax 21 May 2025 (Day 11) - 56 Pax 22 May 2025 (Day 12) - 54 Pax 23 May 2025 (Day 13) - 53 Pax</p>
2	BUFFET SET UP/PACKED MEALS
3	<p>Serving Time:</p> <ul style="list-style-type: none">- AM Snacks (9:00am)- Lunch (12:00nn)- PM Snacks (2:00pm)
4	<p>MEAL REQUIREMENT FOR NORMAL TRAINING: (Strictly No Pork Ingredients)</p> <p>AM SNACK (bread/ sandwiches/ salads/ pasta/soup + juice/bottled water)</p>



Gate 3, South Harbor, Port Area, Manila 1018

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	LUNCH (grains, vegetable, chicken, fish & fruits + juice/bottled water) PM SNACKS (bread/ sandwiches/ salads/pasta/soup + juice/bottled water)
5	Other Inclusions <ul style="list-style-type: none"> - Buffet - For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) <i>Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.</i> <ul style="list-style-type: none"> - Utensils such as plates, spoon, fork and cups daily - Bottled water for daily
6	MODE OF PAYMENT Send Bill Arrangement <i>Note: Penalty and/ or termination of contract of the winning bidder might incur when all above stated technical specification is not complied.</i>

Interested suppliers are required to submit **original/certified true copy** of the following: 1) Valid and current Mayor's/Business Permit, (In case of expired MP/BP, submit copy of recently expired permit and official receipt as proof of renewal), 2) PHILGEPS Registration Number, 3) Original duly signed Omnibus Sworn Statement (OSS) and 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 **May 02, 2025, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**

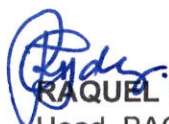
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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.

Very truly yours,



RAQUEL G. DE JESUS

Head, BAC Secretariat/

Acting Chief, General Services Division



PRICE QUOTATION FORM

Date

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

Project Title: **Catering Services for the Orientation Programme for Newly Hired Employees Batch 17**

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:

Unit	Description/Specifications	Statement of Compliance
1	<p>DELIVERY TIME: 8:00am – AM snacks, 11am – Lunch, 2pm – PM snacks.</p> <p>VENUE: Training Room 1, Learning and Development Management Office, 2nd Floor, Citadel Building, Bonifacio Drive, Port Area, Manila</p> <p>06 May 2025 (Day 1) - 54 Pax 07 May 2025 (Day 2) - 53 Pax 08 May 2025 (Day 3) - 53 Pax 09 May 2025 (Day 4) - 55 Pax 13 May 2025 (Day 5) - 54 Pax 14 May 2025 (Day 6) - 54 Pax 15 May 2025 (Day 7) - 54 Pax 16 May 2025 (Day 8) - 56 Pax 19 May 2025 (Day 9) - 55 Pax 20 May 2025 (Day 10) - 55 Pax 21 May 2025 (Day 11) - 56 Pax 22 May 2025 (Day 12) - 54 Pax 23 May 2025 (Day 13) - 53 Pax</p>	
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5	Other Inclusions <ul style="list-style-type: none"> - Buffet - For Flowing Coffee (Percolators, Sugar, Creamer, Coffee, Stirrer, Cups) <i>Note: Please clean/change the coffee every day in the morning before the training starts at 7:00 am.</i> <ul style="list-style-type: none"> - Utensils such as plates, spoon, fork and cups daily - Bottled water for daily 	
6	MODE OF PAYMENT Send Bill Arrangement Note: Penalty and/ or termination of contract of the winning bidder might incur when all above stated technical specification is not complied.	
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

Email Address

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)



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