



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 **“Procurement of Catering Service for the Conduct of Intermediate Course on Assessment Batch 1”** 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: **Procurement of Catering Service for the Conduct of Intermediate Course on Assessment Batch 1**

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

Approved Budget for the Contract: **Two Hundred Eighty Thousand Eight Hundred Pesos (Php280,800.00) - inclusive of tax**

Specifications:

#### LOT 1

Item	Specification
1	<b>Delivery Time:</b> 8AM – AM Snacks, 11AM – Lunch, 2PM – PM Snacks <b>Venue:</b> LDMO Training Room 1, Citadel Building, Bonifacio Drive, Port Area, Manila <b>DATE:</b> July 1, 2, 3, 4, 7, 8, 9, and 10, 2025 54 pax (50 participants + 2 resource speakers + 2 facilitators) x 8 days  Flowing coffee/tea and water during the training session  <b>STRICTLY NO PORK/PORK INGREDIENTS</b>
2	<b>Other Inclusions</b> <ul style="list-style-type: none"><li>- At least 2 service waiters</li><li>- Buffet set up</li><li>- For flowing coffee (percolators, sugar, creamer, coffee, stirrer, cups)</li></ul> Note: Please clean/change the coffee everyday in the morning before training start. <ul style="list-style-type: none"><li>- Plates, utensils and cups</li><li>- Flowing drinking water (3 gallons) with water dispenser</li></ul>
3	<b>Note:</b> Penalty and /or termination of contract of the winning bidder might incur when all the above stated technical specification is not completed.

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, 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 **June 25, 2025, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**



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)

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



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)

**PRICE QUOTATION FORM**

Date

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

Project Title: **Procurement of Catering Service for the Conduct of Intermediate Course on Assessment Batch 1**

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	<b>Delivery Time:</b> 8AM – AM Snacks, 11AM – Lunch, 2PM – PM Snacks <b>Venue:</b> LDMO Training Room 1, Citadel Building, Bonifacio Drive, Port Area, Manila <b>DATE: July 1, 2, 3, 4, 7, 8, 9, and 10, 2025</b> 54 pax (50 participants + 2 resource speakers + 2 facilitators) x 8 days Flowing coffee/tea and water during the training session <b>STRICTLY NO PORK/PORK INGREDIENTS</b>	
2	<b>Other Inclusions</b> <ul style="list-style-type: none"> <li>- At least 2 service waiters</li> <li>- Buffet set up</li> <li>- For flowing coffee (percolators, sugar, creamer, coffee, stirrer, cups)</li> </ul> Note: Please clean/change the coffee every day in the morning before training start. <ul style="list-style-type: none"> <li>- Plates, utensils and cups</li> <li>- Flowing drinking water (3 gallons) with water dispenser</li> </ul>	
3	<b>Note:</b> Penalty and /or termination of contract of the winning bidder might incur when all the above stated technical specification is not completed.	
<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

\_\_\_\_\_  
Email Address

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph