



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for the Supply and delivery of Various Office Supplies for OCOM offices distribution use, 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 : Supply and Delivery of Various Office Supplies

Location : OCOM Port Area, Manila

Approved Budget for the Contract: One Hundred Sixty Thousand Pesos (Php.160,000.00)

Specifications :

QTY.	DESCRIPTION
2000 pcs	Pencil (Mongol #2)
6100 pcs	Ballpen (3000 Black, 3000 Blue, 100 red)
300 pcs	Balikbayan box
200 reams	Paper, onion skin, long
100 reams	Paper, onion skin, short
100 jar	Paste, solid with water well and applicator

Delivery Term : Five (5) days from signing of PO

Interested suppliers are required to submit their valid and current Mayor's Permit and PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before October 2, 2014, 10:00 a.m., at the 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.

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 Telephone No. 527-4524

Very truly yours,

  
**DIMPNA O. LEJOS**  
OIC-Director, Administration Office

Annex "A"

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

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

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:

Quantity	Description	Specification	Unit Price	Total Price
2000 pcs	Pencil (mongol #2)			
6100 pcs	Ballpen (3000 Black, 3000 Blue, 100 Red)			
300 pcs	Balikbayan box			
200 reams	Paper, onion skin, long			
100 reams	Paper, onion skin, short			
100 jar	Paste, solid with water well and applicator			
			₱	₱

Warranty : \_\_\_\_ months from the date of delivery

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

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

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

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