



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a second Small Value Procurement for project **Supply and Delivery of Sticker Paper**, in accordance with the 2016 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 Sticker Paper**
Location : **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **One Hundred Seventy Thousand Pesos (Php 170,000.00), inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
1000	pack	Sticker Paper <ul style="list-style-type: none">➤ Matte White finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces
1000	pack	Sticker Paper <ul style="list-style-type: none">➤ Matte Red finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces
1000	pack	Sticker Paper <ul style="list-style-type: none">➤ Matte Pink finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces
1000	pack	Sticker Paper <ul style="list-style-type: none">➤ Matte Light Green finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces
1000	pack	Sticker Paper <ul style="list-style-type: none">➤ Matte Light Blue finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces

Delivery Term: 3 calendar days upon signing of Purchase Order

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), PhilGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Omnibus Sworn Statement, 2016 Income/Business Tax Return, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before October 9, 2017, 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.

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. 527-9757 or email us at bacsecretariat@customs.gov.ph

Very truly yours,


GLADYS F. ROSALES, MPA, CESE
Officer-in-Charge, Deputy Commissioner
Internal Administration Group



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	Unit Price	Total Price
1000 packs	Sticker Paper <ul style="list-style-type: none">➤ Matte White finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces		
1000 packs	Sticker Paper <ul style="list-style-type: none">➤ Matte Red finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces		
1000 packs	Sticker Paper <ul style="list-style-type: none">➤ Matte Pink finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces		
1000 packs	Sticker Paper <ul style="list-style-type: none">➤ Matte Light Green finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces		
1000 packs	Sticker Paper <ul style="list-style-type: none">➤ Matte Light Blue finish➤ A4 size (210x297 mm)➤ Compatible for conventional,laser and inkjet printers➤ Sticks on most surfaces		

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)