



July 7, 2022

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through Port of Manila will undertake a Small Value Procurement for the **Supply and Delivery of Office Chairs**, 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 Office Chairs**  
Location : **Supply Unit, Administrative Division, Port of Manila, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (275,000.00)**

Specifications :

QTY.	UNIT	DESCRIPTION
10	Unit	<b>Office Chair</b> - Mesh Chair - Material: Mesh, Chrome Base - Color: Black
45	Unit	<b>Clerical Midback Chair</b> - With armrest - Adjustable gas lift, - PU Black back and seat - Chrome star base with castors wheels - Arm to Arm: 562 mm - Total Depth from Wall: 620 mm - Highest Height: 970 mm - Seat Width: 483 mm - Seat Depth: 480 mm - Backrest Width: 470 mm - Backrest Height from Seat: 608 mm - Floor to Seat (Minimum Height): 462 mm - Base (Center to End): 572 mm

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract

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 be submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **July 13, 2022, 10:00 a.m.**, at Supply Unit, Administrative Division, Ground Floor, POM Prefab Building, Bureau of Customs, Port Area, Manila.



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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 09178629765 or email us at [tuazona@customs.gov.ph](mailto:tuazona@customs.gov.ph).

Very truly yours,

*L. Sebastian*  
**ATTY. MA. LIZA T. SEBASTIAN**  
Chairperson *L*  
Bids and Awards Committee  
Port of Manila *L*

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)





(Annex "A")

**PRICE QUOTATION FORM**

Date:

BUREAU OF CUSTOMS  
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item	Quantity	Unit Price	Total Price

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