



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of 13pcs Paper Shredder"** 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 13pcs Paper Shredder**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **One Hundred Ninety-Five Thousand Pesos (PHP195,000.00) - inclusive of tax**

Specifications:

1LOT

QTY	UNIT	DESCRIPTION
10	UNIT	<p>Paper Shredder</p> <p><i>Specifications:</i></p> <p>Dimensions: 38.5 x 27.1 x 62.6cm</p> <p>Throat width: 220mm</p> <p>Throat Capacity: 15 sheets / 70gsm / A4</p> <p>Bin Volumes: 20L</p> <p>Shred size: 4.0 x 40mm</p> <p>Shred Speed: 2.0M / min</p> <p>Box Dimension: 47.0 x 35.0 x 70.0cm</p> <p>Continuous ON/OFF Duty Time 60mins / 10mins</p>

Delivery Term: 7 calendar days
 Subject to Retention Money 1-5% of Contract Amount

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS



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

Submission of quotation and eligibility documents is on or before **September 13, 2021** 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGANI D. GALSIM
Chief, General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

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

Project Name: Supply and Delivery of 13pcs Paper Shredder

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:

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10	Unit	Paper Shredder Specifications: Dimensions: 38.5 x 27.1 x 62.6cm Throat width: 220mm Throat Capacity: 15 sheets / 70gsm / A4 Gross Weight: 14kg Bin Volumes: 20L Shred size: 4.0 x 40mm Shred Speed: 2.0M / min Box Dimension: 47.0 x 35.0 x 70.0cm Continuous ON/OFF Duty Time 60mins / 10mins		

Delivery Term: 7 calendar days
 Subject to Retention Money 1-5% of Contract Amount

Total amount in words:



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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)