



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Office Supplies for 1st Quarter"** 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 Supplies for 1st Quarter**

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

Approved Budget for the Contract: **Nine Hundred Ninety-One Thousand Five Hundred Sixty-Two Pesos and Fifty Centavos (PHP991,562.50) - inclusive of tax**

Specifications:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
piece	Ball Point Pen, Black	1,000
piece	Ball Point Pen, Blue	1,000
piece	Ball Point Pen, Red	500
pack	Battery AAA (4's)	200
box	Clip Back fold, 19mm	250
box	Clip Back fold, 25mm	250
box	Clip Back fold, 32mm	250
box	Clip Back fold, 50mm	250
piece	Data File Box	200
piece	Data file folder Legal (Arch File)	1,200
piece	Envelope Expanding Legal Brown	2,500
piece	Dater Stamp	50
piece	External Hard Drive 1TB	10
box	Fastener Plastic 70mm	200
set	File Tab Divider, A4	500
set	File Tab Divider, Long	500
piece	Folder PressedBoard, Legal	2,000
piece	Folder Presentation, A4, Clear Front	200
piece	Folder Presentation, Long, Clear Front	300
pack	Index Card 1/2 (5x8 inches) (50's)	50
can	Insecticide 600ml	200
pack	Laminating Film, 250microns, A4 (20's)	100
piece	NoteBook, Steno (60 leaves)	500
pad	Note Pad 2x3 (3M) 100's	300
pad	Note Pad 3x3 (3M) 100's	300



pad	Note Pad 3x4 (3M) 100's	300
box	Pad Paper Clip 50mm	200
box	Pencil with Eraser #2 (12's)	150
book	Record Book, 300 pages	100
book	Record Book, 500 pages	100
piece	Sign pen, Black 0.5	1,000
piece	Sign pen, Blue 0.5	1,000
piece	Sign pen, Red 0.5	500
piece	Sign pen, Black 1.0	200
piece	Sign pen, Blue 1.0	200
set	Sign Here Flag 50's, 25.4mmx43.2mm	300
pack	Specialty paper (vellum / white) A4	200
pack	Specialty paper (vellum / cream) A4	200
pack	Sticker Paper A4	150
piece	Staple Wire Remover Plier type	100
piece	Storage Box, Hard Bound	400
roll	Tape, Packaging, width:48mm (Tan)	200
roll	Tape, Transparent, width:24mm	200
unit	Office Desk Tray, 2 Layers, Metal	15
piece	Philippine Flag, Nylon, 3x6ft.	5
piece	Philippine Flag, Nylon, 6x12ft.	6
set	Flagpole Stand with metal base, Aluminum, 8ft. (Adjustable)	5

Delivery Term/Duration:15 calendar days

Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **February 10, 2023, 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.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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. 8527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: Supply and Delivery of Office Supplies for 1st Quarter

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:

1LOT

UNIT	ITEM DESCRIPTION	QUANTITY	Unit Price	Total Price
piece	Ball Point Pen, Black	1,000		
piece	Ball Point Pen, Blue	1,000		
piece	Ball Point Pen, Red	500		
pack	Battery AAA (4's)	200		
box	Clip Back fold, 19mm	250		
box	Clip Back fold, 25mm	250		
box	Clip Back fold, 32mm	250		
box	Clip Back fold, 50mm	250		
piece	Data File Box	200		
piece	Data file folder Legal (Arch File)	1,200		
piece	Envelope Expanding Legal Brown	2,500		
piece	Dater Stamp	50		
piece	External Hard Drive 1TB	10		
box	Fastener Plastic 70mm	200		
set	File Tab Divider, A4	500		
set	File Tab Divider, Long	500		
piece	Folder PressedBoard, Legal	2,000		
piece	Folder Presentation, A4, Clear Front	200		
piece	Folder Presentation, Long, Clear Front	300		
pack	Index Card 1/2 (5x8 inches) (50's)	50		
can	Insecticide 600ml	200		
pack	Laminating Film, 250microns, A4 (20's)	100		
piece	NoteBook, Steno (60 leaves)	500		
pad	Note Pad 2x3 (3M) 100's	300		



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

pad	Note Pad 3x3 (3M) 100's	300		
pad	Note Pad 3x4 (3M) 100's	300		
box	Pad Paper Clip 50mm	200		
box	Pencil with Eraser #2 (12's)	150		
book	Record Book, 300 pages	100		
book	Record Book, 500 pages	100		
piece	Sign pen, Black 0.5	1,000		
piece	Sign pen, Blue 0.5	1,000		
piece	Sign pen, Red 0.5	500		
piece	Sign pen, Black 1.0	200		
piece	Sign pen, Blue 1.0	200		
set	Sign Here Flag 50's, 25.4mmx43.2mm	300		
pack	Specialty paper (vellum / white) A4	200		
pack	Specialty paper (vellum / cream) A4	200		
pack	Sticker Paper A4	150		
piece	Staple Wire Remover Plier type	100		
piece	Storage Box, Hard Bound	400		
roll	Tape, Packaging, width:48mm (Tan)	200		
roll	Tape, Transparent, width:24mm	200		
unit	Office Desk Tray, 2 Layers, Metal	15		
piece	Philippine Flag, Nylon, 3x6ft.	5		
piece	Philippine Flag, Nylon, 6x12ft.	6		
set	Flagpole Stand with metal base, Aluminum, 8ft. (Adjustable)	5		
TOTAL AMOUNT				

Total amount in words: _____

Delivery Term/Duration: 15 calendar days

Subject to Retention Money 1-5% Contract Amount

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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