



REQUEST FOR QUOTATION

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for “**OFFICE SUPPLIES (FOR JANUARY TO MARCH 2022)**” at the SUB-PORT OF MACTAN, 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 JANUARY TO MARCH 2022)
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-Lapu City 6015
Approved Budget	TWO HUNDRED THIRTY THOUSAND FOUR HUNDRED NINETY-SEVEN PESOS AND SEVENTY CENTAVOS ONLY (PHP230,497.70)
Specification/Description	Annex A

The terms and conditions are as follows:

- Interested suppliers are required to submit 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(with stamped received), and duly signed price quotation form (Annex “A”).
- Submission may be done, manually or electronically thru francesmargaret.quitco@customs.gov.ph and victoria.arandillo@customs.gov.ph. The approved budget is inclusive of applicable taxes (Final Tax and EWT).
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.

Submission of quotation and eligibility documents is on or before **March 17, 2022, 5:00 p.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-340-4196.



Annex "A"

PRICE QUOTATION FORM

 (Date)

The Administration Office
 Bureau of Customs
 Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **OFFICE SUPPLIES (FOR JANUARY TO MARCH 2022)**

QTY	UOM	Item Description	Unit Price	Amount
50	Pieces	BALLPEN (BLACK)		
50	Pieces	BALLPEN (BLUE)		
50	Pieces	CERTIFICATE HOLDER (A4)		
50	Pieces	CERTIFICATE HOLDER (LETTER)		
50	Ream	COPY PAPER (LETTER)		
100	Ream	COPY PAPER (LEGAL)		
50	Pieces	CORKBOARD		
200	Pieces	ENVELOPE (A4)		
250	Pieces	ENVELOPE (LEGAL)		
50	Pieces	ENVELOPE (MAILING)		
100	Pieces	FILE FOLDER (201 FILES)		
5	Pieces	FILING TRAY (3 LAYERS)		
200	Pieces	FOLDER (A4)		
50	Pieces	GLUE STICK		
25	Pieces	HIGHLIGHTER		

MCIA Cargo Access Road, Ibo, Lapu-Lapu City, Cebu

Tel: (032) 340-4196 - Collector's Office

Tel: 09173228874 / (032) 354-7417 - Accounting

Email: Arandillov@customs.gov.ph / p07b.customsph@gmail.com

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BUREAU OF CUSTOMS

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

50	Pieces	LOGBOOK 500 PAGES		
25	Pieces	MASKING TAPE (1")		
25	Pieces	PACKAGING TAPE (BROWN)		
25	Pieces	PACKAGING TAPE (CLEAR)		
50	Pack	POST IT (SIGNATURE)		
50	Pack	POST IT (SQUARE)		
15	Pieces	SCISSORS		
20	Pieces	SCOTCH TAPE		
50	Pieces	SIGN PEN (BLACK)		
50	Pieces	SIGN PEN (BLUE)		
50	Pieces	SIGN PEN (RED)		
15	Pieces	STAMP (DATER)		
20	Pieces	STAMP PAD (PLAIN)		
15	Pieces	STAMP PAD (RED)		
15	Pieces	STAMP PAD (BLACK)		
15	Pieces	STAMP PAD (VIOLET)		
20	Pieces	STAMP INK (BLACK)		
20	Pieces	STAMP INK (RED)		
20	Pieces	STAPLER		
75	Pieces	STAPLER WIRE (NO. 35)		
35	Box	STAPLER WIRE (NO. 77)		
100	Pieces	STORAGE FILE BOX BROWN		
20	Set	INDEX TABS		
50	Pieces	STAND FILE BOX (STORAGE BOX)		

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50	Pieces	ARCH FILE FOLDER, BLUE, LEGAL		
50	Pieces	MAGAZINE FILE BOX/ORGANIZER, NAVY BLUE, HARDBOUND		
20	Gallon	ALCOHOL (GALLON)		
3	Gallon	BATHROOM CLEANER		
10	Pieces	BROOM		
10	KG	POWDER SOAP		
4	Pieces	DUSTPAN		
5	Gallon	FLOORWAX		
10	Gallon	LIQUID SOAP		
40	Can	INSECT KILLER		
5	Pieces	MOP HANDLE		
5	Bundle	MOP HEAD		
5	Bundle	TINGTING		
50	Roll	TISUE PAPER		
10	Gallon	TOILET BOWL CLEANER		
30	Roll	TRASH BAG (LARGE)		
30	Roll	TRASH BAG (MEDIUM)		
30	Roll	TRASH BAG (SMALL)		
15	Pieces	TRASH CAN		
15	Pieces	CLEANING BRUSH		

\Total amount in words:

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

Very truly yours,

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Name/Signature of Representative
(*Duly authorized to sign the Bid*)

Business Address

Name of Company

Telephone/Fax No/Email Address

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