



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

REQUEST FOR QUOTATION

March 31, 2021

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for **OFFICE SUPPLIES** 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 (April – June) |
| Location | Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015 |
| Approved Budget | 76,865.00 |
| Scope of Services | See the attached Terms and Conditions (Annex "B") |

Submission of sealed **Price Quotation** (*using the prescribed form, Annex "A"*), **Statement of Compliance to Terms and Conditions** (*Annex "B"*) and **Eligibility Documents** is on or before **5:00 P.M of April 8, 2021** at the BOC-Mactan Administrative Section office, MCIA Cargo Area, Barangay Ibo, Lapu-lapu City. Eligibility Documents shall include the following:


- Current Mayor's/Business Permit or in cases of expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted prior to payment of services;
- PhilGEPS Registration Number; and
- A duly accomplished Omnibus Sworn Statement in the form prescribed by the 2016 RIRR of RA 9184 with Secretary's Certificate or Special Power of Attorney as applicable or unnotarized Omnibus Sworn Statement, Secretary's Certificate or Special Power of Attorney as an alternate document, provided that the notarized documents shall be submitted prior to payment of services.

The term of payment is through check payment, subject to withholding and final taxes (BIR Form 2306 & 2307).

Open submission may be done, manually and electronically thru victoria.arandillo@customs.gov.ph and francesmargaret.quitco@customs.gov.ph.

The BOC-Subport 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-Subport 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 032-340-4197.

Very truly yours,


FRANCES MARGARET QUITCO
Chief, Administrative Section

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

Bureau of Customs Subport of Mactan
MCIA Cargo Road, Barangay Ibo, Lapu-Lapu City Cebu
Tel.: (032) 340-4197 Fax: (032) 340-4196
E-mail: p07b.customsph@gmail.com



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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**:

| QTY | UOM | Item Description | Unit Price | Amount |
|-----|--------|--|------------|--------|
| 6 | BOX | Ballpen (Black)- 25pcs per box | | |
| 2 | BOX | White Envelope (Mailing) - 500/box | | |
| 75 | REAM | Multi-Purpose Copy Paper (Legal) 70 GSM | | |
| 75 | REAM | Multi-Purpose Copy Paper (Letter) 70 GSM | | |
| 20 | BOX | Fastener (Plastic), 50's | | |
| 20 | BOX | Plastic Paper Fastener 8 1/2" long, 7cm, 50pcs | | |
| 50 | Pack | File Folder White Tag Long 10 pcs 11points | | |
| 10 | PC | Logbook (500 Pages) | | |
| 20 | PC | Post It (Memo) | | |
| 20 | PC | Puncher | | |
| 10 | PC | Scissors | | |
| 10 | PC | Stamp Ink (Red) | | |
| 20 | BOTTLE | Epson 001 - Black | | |
| 10 | BOTTLE | Epson 001 - Yellow | | |
| 10 | BOTTLE | Epson 001 - Cyan | | |
| 10 | BOTTLE | Epson 001 - Red | | |
| 6 | PC | Broom | | |
| 2 | PC | Ting Ting | | |
| 5 | PC | Mop head | | |

Note: See attached Terms and Condition (Annex "B")

Total amount in words:

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

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Very truly yours,

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

Business Address

Name of Company
Address

Telephone/Fax No/Email

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Bureau of Customs Support of Mactan
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