



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a second Small Value Procurement for **"Supply and Delivery of Office Supplies"** 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**
Location : **General Services Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Six Hundred Fifty Thousand Pesos (Php650,000.00) inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
700	Packs	Post it sign here 3M
500	Pcs	Hardbound Storage Box with Lid
320	Pcs	Sign pen 0.5mm Black Pilot
320	Pcs	Sign pen 0.5mm Blue Pilot
500	Pads	Stick note 2x3 3M
500	Pads	Stick note 3x3 3M
2000	Pcs	Data file folder

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 October 28, 2019 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,

Ravi

RAQUEL G. DE JESUS

Acting Chief, General Services Division

Annex "A"

PRICE QUOTATION FORM

Date

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

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
700	Packs	Post it sign here 3M		
500	Pcs	Hardbound Storage Box with Lid		
320	Pcs	Sign pen 0.5mm Black Pilot		
320	Pcs	Sign pen 0.5mm Blue Pilot		
500	Pads	Stick note 2x3 3M		
500	Pads	Stick note 3x3 3M		
2000	Pcs	Data file folder		

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

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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