



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"** 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: **Nine Hundred Ninety-Two Thousand Five Hundred Seventy-Five Pesos (PHP992,575.00) - inclusive of tax**

Specifications:

QTY.	Unit	DESCRIPTION
1,000	piece	Ball Point Pen, Black
1,000	piece	Ball Point Pen, Blue
100	pack	Battery AA (4's)
100	pack	Battery AAA (4's)
1,200	ream	Bond Paper, Multi-copy, A4, 80gsm
1,200	ream	Bond Paper, Multi-copy, Legal, 80gsm
200	piece	Correction Tape
300	piece	Data File Folder Legal (Arch File)
200	piece	Data File Box
3,000	piece	Envelope, Documentary, Legal
100	box	Fastener 70mm
3,000	piece	File Folder with Tab, A4
3,000	piece	File Folder with Tab, Legal



3,000	piece	File Folder with Tab, Legal
200	set	File Tab Divider, A4 Bristol
200	set	Filt Tab Divider, Legal Bristol
100	piece	Flash Drive, 16gb
200	piece	Folder, Presentation, A4
200	piece	Folder, Presentation, Legal
150	can	Insecticide, 500ml
300	pad	Note Pad 2x3
300	pad	Note Pad 3x3
300	pad	Note Pad 3x4
200	box	Paper Clip, 33mm
200	box	Paper Clip, 50mm
2,000	piece	Pencil, with Eraser #2
300	pack	Sign Here Flaglets, (50's)
200	piece	Storage Box, Hard Bound
50	piece	Tape Dispenser
50	roll	Twine, Plastic

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

Interested suppliers are required to submit **original/certified true copy** of the following: 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, 2020 Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.



BUREAU OF CUSTOMS
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISMA

INTEGRITY

ACCOUNTABILITY

Submission of quotation and eligibility documents is on or before **November 23, 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