



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 3rd 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 3rd Quarter**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **Eight Hundred Seven Thousand Five Hundred Fifty Pesos (PHP807,550.00) - inclusive of tax**
 Specifications:

LOT 1

| UNIT | ITEM DESCRIPTION | QUANTITY |
|-------------|--------------------------------------|-----------------|
| ream | Bond Paper, Multi-Copy, Legal, 80gsm | 1,000 |
| ream | Bond Paper, Multi-Copy, A4, 80gsm | 1,000 |
| piece | Envelope Expanding Legal Brown | 2,000 |
| piece | Envelope, Documentary, Legal | 3,000 |
| piece | File Folder with Tab, A4 | 3,000 |
| piece | File Folder with Tab, Legal | 3,000 |
| piece | Folder PressedBoard, Legal | 1,200 |
| pad | Note Pad 2x3 (3M) 100's | 200 |
| pad | Note Pad 3x3 (3M) 100's | 200 |
| pad | Note Pad 3x4 (3M) 100's | 200 |
| roll | Tape, Packaging, width:48mm (Tan) | 150 |
| roll | Tape, Transparent, width:24mm | 150 |
| roll | Tape, Transparent, width:48mm | 150 |
| cart | Brother TN-3478 Ink, Black | 15 |
| cart | HP 85A Ink, Black | 15 |

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



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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 **September 11, 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.

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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


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



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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 3rd 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 |
|---------------------|--------------------------------------|----------|------------|-------------|
| ream | Bond Paper, Multi-Copy, Legal, 80gsm | 1,000 | | |
| ream | Bond Paper, Multi-Copy, A4, 80gsm | 1,000 | | |
| piece | Envelope Expanding Legal Brown | 2,000 | | |
| piece | Envelope, Documentary, Legal | 3,000 | | |
| piece | File Folder with Tab, A4 | 3,000 | | |
| piece | File Folder with Tab, Legal | 3,000 | | |
| piece | Folder PressedBoard, Legal | 1,200 | | |
| pad | Note Pad 2x3 (3M) 100's | 200 | | |
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| roll | Tape, Packaging, width:48mm (Tan) | 150 | | |
| roll | Tape, Transparent, width:24mm | 150 | | |
| roll | Tape, Transparent, width:48mm | 150 | | |
| cart | Brother TN-3478 Ink, Black | 15 | | |
| cart | HP 85A Ink, Black | 15 | | |
| 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.



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Very truly yours,

Name/ Signature of Representative

Name of Company

Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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