



BUREAU OF CUSTOMS-SUB-PORT OF MACTAN

REQUEST FOR QUOTATION



FORM NO. BOCSOM-F-PP-002

EFFECTIVE DATE: October 1, 2023

VERSION: 1

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INTRODUCTION

1. The Bureau of Customs Sub-port of Mactan requests the submission of quotations/proposals as detailed in **Annex 1** for the following:

Name of the Requirement/Brief Description	:	SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT
Total Budget	:	TWO HUNDRED SIXTY-EIGHT THOUSAND SIX HUNDRED SIXTY-TWO AND 50/100 PESOS ONLY (₱268,662.50)
Completion Period	:	30 Days
Reference	:	2024-005MTN
Mode of Procurement	:	Section 52.1a Small Value Procurement-Shopping

2. All particulars and activities relative to Eligibility of Suppliers, Evaluation of Quotations/Proposals, Validation, and Award of Contract shall be governed by 2016 Revised Implementing Rules and Regulations of Republic Act No. 98184.

Activity	Schedule ¹	Details
a. Deadline of submission of Quotations/Proposals	March 1, 2024 11:00 AM	<ul style="list-style-type: none"> Online or electronic submission to e-mails: jennifer.duyogan@customs.gov.ph victoria.arandillo@customs.gov.ph Physical submission of hard copy at the Procurement Section/Accounting Section, Bureau of Customs, Sub-port of Mactan

3. Please take note of the following requirements and conditions pertaining to the Printers:

Project Site	:	Bureau of Customs, Sub-port of Mactan
Exact Address of Site	:	MCIA, Lapu-Lapu City
Period of Validity of Quotes	:	30 Days starting from the deadline of quotation submission In exception circumstances, BOC may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation (Sec 28.2).

¹ In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day.



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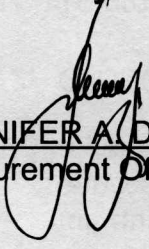
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Partial Quotes	:	Not permitted
Payment Terms / Condition on the Release of Payment	:	Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report BOC. Payment shall be made thru issuance of LBP Check.
Evaluation Criteria	:	<ul style="list-style-type: none"> ⊗ Technical responsiveness/Full compliance to the minimum qualification requirement and bill of quantity and lowest price². ⊗ Full acceptance of the PO/Contract General Terms and Conditions
Documents to be submitted	:	<ol style="list-style-type: none"> 1. Duly Accomplished Form as provided in Annex 2, and in accordance with bill of quantities in Annex 1; 2. Mayor's or Business Permit³ 3. Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)⁴ 4. PHILGEPS Registration Certificate (Platinum) 5. For individuals engaged under 53.9 of the 2016 revised IRR, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit
Annexes to this RFQ	:	<ul style="list-style-type: none"> • Technical specifications (Annex 1) • Form for Submission of Quotation (Annex 2) • Instructions • General Conditions of Contract for Services

Prepared by:

Approved by:


JENNIFER A. DUYOGAN
 Procurement Officer


FRANCES MARGARET QUITCO
 Chief, Administrative Section

² BOC reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision

³ In case not yet available, you may submit your expired Mayor's or Business Permit with the Official Receipt of renewal application. However, the new Mayor's or Business Permit shall be required to be submitted **after award of contract but before payment**

⁴ If unable to have the document notarized, you may submit a signed **unnotarized Omnibus Sworn Statement** (in the prescribed template), subject to compliance therewith **after award of contract but before payment**.



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Annex 1

Technical Specifications

1. Project Title

Supply and Delivery of Office Supplies and Equipment

2. Total Budget

The total budget for the project amounts to **₱268,662.50**. Said budget is included in the Office Supplies Budget for CY 2024.

3. Brief discussion why the goods and services to be procured are necessary

The Bureau of Customs has seventy-six (76) permanent personnel and nineteen (19) contract of service. It has 10 offices with various needs of supplies and equipment in their daily operations.

Material Description	Total Qty	End User
ALCOHOL, Ethyl, 3.2liters	30	Supply Section
BATTERY, dry cell, AAA (4's), blister pack	15	Supply Section
BATTERY, dry Cell, size AA (4's), blister pack	15	Supply Section
CLEANER, toilet and urinal (Blue liquid)	30	Supply Section
CLIP, backfold, 25mm (12's)	20	Supply Section
CLIP, backfold, 32mm (12's)	20	Supply Section
CLIP, backfold, 51mm (12's)	20	Supply Section
CORRECTION TAPE	50	Supply Section
CUTTER/UTILITY KNIFE, 6 Inches, gen.purpose	15	Supply Section
DISINFECTANT SPRAY, aerosol, 400g (min)	30	Supply Section
ENVELOPE, Expanding, Kraf (100's)	3	Supply Section
ENVELOPE, Mailing, White (500's)	5	Supply Section
FASTENER, plastic, 50's	25	Supply Section
FOLDER, Fancy, with Slide, Legal (50's)	20	Supply Section
FOLDER, pressboard (100's), Green	2	Supply Section
HAND SOAP, LIQUID, 500ml	50	Supply Section
INK CARTRIDGE, EPSON 001, BLACK	6	Supply Section
INK CARTRIDGE, EPSON 001, CYAN	6	Supply Section

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INK CARTRIDGE, EPSON 001, MAGENTA	6	Supply Section
INK CARTRIDGE, EPSON 001, YELLOW	6	Supply Section
INK CARTRIDGE, HP GT52-CYAN	6	Supply Section
INK CARTRIDGE, HP GT52-MAGENTA	6	Supply Section
INK CARTRIDGE, HP GT52-YELLOW	6	Supply Section
INK CARTRIDGE, HP GT53-BLACK	6	Supply Section
INSECTICIDE, aerosol type, 600ml	30	Supply Section
KEYBOARD, Desktop, Bluetooth	5	Supply Section
MARKER, permanent, black	20	Supply Section
Mop Head	20	Supply Section
NUMBERING STAMP, 8 digits	3	Supply Section
PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	20	Supply Section
PAPER, MULTICOPY, A4	100	Supply Section
PAPER, MULTICOPY, legal	100	Supply Section
PHILIPPINE NATIONAL FLAG (3X6FT)	4	Supply Section
POST IT, 3x3	30	Supply Section
RUBBER BAND, No. 18, 350grams	20	Supply Section
RULER, plastic, 450mm	20	Supply Section
SIGN PEN, Extra fine tip, black	50	Supply Section
SIGN PEN, Extra fine tip, blue	50	Supply Section
STAMP PAD, Ink, Blue	20	Supply Section
STAMP PAD, Ink, Purple	20	Supply Section
STAPLE WIRE, standard (no. 35)	40	Supply Section
TAPE, packaging, 48mm, brown	40	Supply Section
TAPE, transparent, 24mm	40	Supply Section
TAPE, transparent, 48mm	40	Supply Section
TRASH BIN, 120L, Blue, Heavy Duty	2	Supply Section
TRASH BIN, 120L, Green, Heavy Duty	2	Supply Section
TRASH BIN, 120L, Red, Heavy Duty	2	Supply Section
TRASHBAG, XL size, 10's	30	Supply Section
TRASHBAG, XXL size	30	Supply Section
COMMON-USED OFFICE EQUIPMENT (Airport Customs Office)		
Weighing Scale, 150 kg Table Scale, Extra Large, Mechanical Dial Type	1	Passenger Service



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Handheld Metal Detector	2	Passenger Service
Money Counter	1	Passenger Service
UV Light Money Detector	1	Passenger Service
Jewelry Weighing Scale, 3kg Weight Capacity	1	Passenger Service

4. Scope of the Project

The project includes the Supply and Delivery of Office Supplies and Equipment that will be procured through Small Value Procurement.

5. Detailed specifications of the items, materials, equipment/hardware/software, accessories and/or services to be procured

Total Quantity	Unit of Measure	Material Number (BOC Reference Only)	Material Description
Lot	Lot		Various office supplies
1	Unit		Weighing Scale, 150 kg Table Scale, Extra Large, Mechanical Dial Type
2	Unit		Handheld Metal Detector
1	Unit		Money Counter (Feature: -Adding -Batching -UV Counterfeit Detection-Count Rate at 1000 bills per minute)
1	Unit		UV Light Money Detector (Portable LED Display)
1	Unit		Jewelry Weighing Scale, 3kg Weight Capacity

6. Manpower requirements

The supplier must assign a Point Person who will handle/facilitate the requests for the supply and delivery of the goods. Contact details of this Point Person must be given to the Procurement Section upon commencement of the project.

7. Support service requirements

"Not applicable in this project"

8. Warranty and after-sales service requirements

The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

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The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

9. Clear statement of the required standards of workmanship, materials and performance of the goods and services to be procured

"Not applicable in this project"

10. Brand and specifications of the existing items, materials, equipment/hardware/software and accessories, if the former is related to the goods and services to be procured

Ink cartridges for EPSON and HP Printers

11. Drawings/Plans and other necessary information

"Not applicable in this project"

12. Schedule and place of delivery

The winning supplier must supply and deliver the goods to the Supply section at the Sub-port of Mactan, MCI A Cargo Access Road, Lapu-Lapu City within 30 calendar days after receipt of the purchase order.

13. Terms of Payment

- a. Payment shall be made upon completion of delivery and upon submission of the supporting documents for payment processing (e.g., delivery receipt, sales invoice, billing statement, warranty certificate if applicable, and other documents required in this technical specifications).
- b. Payment shall be subject to applicable taxes, auditing and accounting rules and regulations and existing rules and regulations of BOC relative to payment of procurement contracts.

14. Responsibilities of the End-User Unit during project implementation

The Supply Section shall perform its duties and responsibilities stated in this Technical Specifications.

15. Penalty for Delay

When the winning bidder fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay BOC Mactan liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by BOC Mactan.



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16. Documentary Requirements

The supplier must comply with the DBM GPPB Non-Policy Matter No. 045-2017 if applicable.

“DBM GPPB Non-Policy Matter No. 045-2017, “The GPPB recently approved amendments (effective 5 December 2017) to the documentary requirements for Negotiated Procurement under the Small Value Procurement modality per Appendix A, Annex “H” of the 2016 Revised IRR. Thus, Income or business Tax Returns shall be required for procurement projects with Approved Budget for the Contract (ABC) **above ₱500,000.00** and the Omnibus Sworn Statement shall be required only for procurement projects with **ABC above ₱50,000.00.**”

The above-mentioned documentary requirement shall be submitted by the winning vendor before the issuance of the Notice of Award (NOA) / Purchase Order (PO) / Contract.

17. Data Privacy

The winning bidder/supplier must comply with all the provisions of Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations.

18. Non-Disclosure Agreement

The winning bidder/supplier shall protect Confidential Information about BOC Mactan, and to use it only for purposes of complying with its tasks and obligations under the Official Bid Document/Contract/Purchase Order. It shall not disclose any Confidential Information about the BOC Mactan project or procurement to a third party without the consent of BOC Mactan.

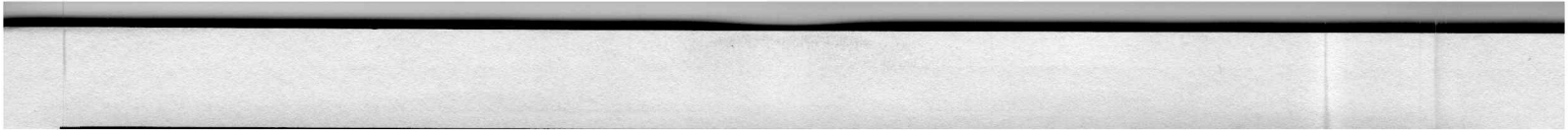
“Confidential Information” refers to information concerning the affairs of the BOC Mactan which are not available to the public which, if disclosed, may compromise the security of the Bureau.

The winning bidder/supplier shall not disclose any Confidential Information acquired its engagement with BOC Mactan even after the expiration or termination of the Contract.

IMPORTANT REMINDER

The Bureau of Customs, Sub-port of Mactan (BOC Mactan) warns the public/bidders of unscrupulous individuals and groups posing as officers/employees of the BOC soliciting money for alleged aid for whatever purpose. Do not give anything to these unscrupulous individuals and groups.

BOC is fully compliant with the NO SOLICITATION AND GIFT POLICY. In this regard, BOC officials and employees are prohibited from “directly or indirectly soliciting gifts, favors or benefits from stakeholders and directly or indirectly



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PRICE QUOTATION FORM



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Annex 2

We, the undersigned, hereby accept in full the BOC General Terms and Conditions, and hereby offer to provide the items listed below in conformity with the technical specifications, requirements, and conditions of BOC as per RFQ Reference No.: 2024-006MTN

PROCUREMENT OF: SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT				
UOM	Description	Total Quantity	Unit Price	Total Price
Gallon	ALCOHOL, Ethyl, 3.2liters	30		
Pack	BATTERY, dry cell, AAA (4's), blister pack	15		
Pack	BATTERY, dry Cell, size AA (4's), blister pack	15		
Gallon	CLEANER, toilet and urinal (Blue liquid)	30		
Box	CLIP, backfold, 25mm (12's)	20		
Box	CLIP, backfold, 32mm (12's)	20		
Box	CLIP, backfold, 51mm (12's)	20		
Piece	CORRECTION TAPE	50		
Piece	CUTTER/UTILITY KNIFE, 6 Inches, gen.purpose	15		
Can	DISINFECTANT SPRAY, aerosol, 400g (min)	30		
Box	ENVELOPE, Expanding, Kraf (100's)	3		
Box	ENVELOPE, Mailing, White (500's)	5		
Box	FASTENER, plastic, 50's	25		
Bundle	FOLDER, Fancy, with Slide, Legal (50's)	20		
Pack	FOLDER, pressboard (100's), Green	2		
Bottle	HAND SOAP, LIQUID, 500ml	50		
Bottle	INK CARTRIDGE, EPSON 001, BLACK	6		
Bottle	INK CARTRIDGE, EPSON 001, CYAN	6		
Bottle	INK CARTRIDGE, EPSON 001, MAGENTA	6		



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Bottle	INK CARTRIDGE, EPSON 001, YELLOW	6		
Bottle	INK CARTRIDGE, HP GT52-CYAN	6		
Bottle	INK CARTRIDGE, HP GT52-MAGENTA	6		
Bottle	INK CARTRIDGE, HP GT52-YELLOW	6		
Bottle	INK CARTRIDGE, HP GT53-BLACK	6		
Can	INSECTICIDE, aerosol type, 600ml	30		
Unit	KEYBOARD, Desktop, Bluetooth	5		
Piece	MARKER, permanent, black	20		
Piece	Mop Head	20		
Piece	NUMBERING STAMP, 8 digits	3		
Box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	20		
Ream	PAPER, MULTICOPY, A4	100		
Ream	PAPER, MULTICOPY, legal	100		
Piece	PHILIPPINE NATIONAL FLAG (3X6FT)	4		
Pad	POST IT, 3x3	30		
Box	RUBBER BAND, No. 18, 350grams	20		
Piece	RULER, plastic, 450mm	20		
Piece	SIGN PEN, Extra fine tip, black	50		
Piece	SIGN PEN, Extra fine tip, blue	50		
Bottle	STAMP PAD, Ink, Blue	20		
Bottle	STAMP PAD, Ink, Purple	20		
Box	STAPLE WIRE, standard (no. 35)	40		
Roll	TAPE, packaging, 48mm, brown	40		
Roll	TAPE, transparent, 24mm	40		
Roll	TAPE, transparent, 48mm	40		
Piece	TRASH BIN, 120L, Blue, Heavy Duty	2		



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Piece	TRASH BIN, 120L, Green, Heavy Duty	2		
Piece	TRASH BIN, 120L, Red, Heavy Duty	2		
Roll	TRASHBAG, XL size, 10's	30		
Roll	TRASHBAG, XXL size	30		
COMMON-USED OFFICE EQUIPMENT (Airport Customs Office)				
Unit	Weighing Scale, 150 kg Table Scale, Extra Large, Mechanical Dial Type	1		
Unit	Handheld Metal Detector	2		
Unit	Money Counter	1		
Unit	UV Light Money Detector	1		
Unit	Jewelry Weighing Scale, 3kg Weight Capacity	1		
TOTAL IN PHP				
IN WORDS				

We, the undersigned, offer to supply the items listed above in conformity with specifications, terms and conditions of the RFQ.

Signature over Printed Name of Supplier's Authorized Representative (Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)	:	
Designation:	:	
Company:	:	
Company Address:	:	
Date:	:	
Telephone Number	:	
E-mail Address	:	
Mobile Number	:	



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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In cases of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) Quotations may be submitted through electronic mail at jennifer.duyogan@customs.gov.ph and victoria.arandillo@customs.gov.ph
- 4) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 5) All pages shall be signed or initialed by the bidder's authorized signatory.
- 6) Bidders shall provide correct and accurate information required in this form.
- 7) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 9) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 10) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 12) Item/s delivered shall be inspected on the scheduled date and time of the BOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
- 13) Liquidated damages equivalent to one-tenth of one percent (0.10%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BOC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14) The scanned actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. Provided, that original documents not using digital signatures shall be transmitted during contract execution. However, text-typing the name of the bidder

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY



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and/or the words "SGD. or ORIGINAL SIGNED" and the like without distinctive features are NOT ACCEPTABLE.

- 15) The BOC assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
- 16) The BOC reserves the right to reject the Quotations/Proposals or not award the contract and makes no assurance that a Contract shall be entered into as a result of this request.
- 17) The BOC may suspend the conduct of procurement activities adversely affected or interrupted by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions at any time during the existence of such calamity, or quarantine or similar restrictions, and when it has assessed or determined that: (a) No Supplier will be able to submit a quotation/proposal or comply with the requirements of the procurement rules due to the limitations resulting from the declaration of a State of Calamity, or implementation of a community quarantine or similar restrictions; or (b) Conduct of procurement activities cannot be undertaken without endangering the health and welfare of its

18) The BOC may cancel or terminate the conduct of procurement activities, for any

19) The BOC may declare failure of bidding/procurement based on its assessment and review of all its planned and ongoing procurement pursuant to Section 1 of GPPB

20) The BOC aims to ensure that only vendors/suppliers with known experience and proven capability on the requirements of the particular contract should continue to

REVISED ITRN OF R.A. NO. 9104, the BOC evaluates the performance of suppliers/vendors by rating the supplier's responsiveness to BOC specifications/Terms of Reference, Quality Of Products/Services Provided, Delivery Time Of Products/Services, Quantity Of Products/Services And Post Delivery Activities.

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