



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

59-274  
**Internal Admin. Group**  
 Received by: VICKY REYES  
 Date: 07 30 18  
 Time: 9:40

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake an eighth Small Value Procurement for **Procurement of Jewelry Appraisal Services** 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: **Procurement of Jewelry Appraisal Services**  
 Location: **NAIA Customhouse, Pasay City**  
 Approved Budget for the Contract: **One Hundred Thirty Six Thousand Six Hundred Eight Pesos (Php136,608.00), inclusive of tax**

Specifications:

QTY	UNIT	DESCRIPTION
1	lot	<p align="center"><b><u>Jewelry Appraisal Services</u></b></p> <p><b>I. Scope of Works</b></p> <p>The service provider is expected to undertake appraisal of the seized and confiscated jewelry:</p> <ol style="list-style-type: none"> <li>1. Viewing and Inspection. The seized jewelry shall be inspected by the service provider at the location therein indicated, subject to the following conditions:           <ol style="list-style-type: none"> <li>1.1 Seized jewelry shall be inspected and appraised by the service provider together with authorized Customs personnel at the vault of the Collection Division, NAIA Customhouse, Pasay City; and</li> <li>1.2 Procedures and activities involved shall be set according to BOC security guidelines.</li> </ol> </li> </ol>
		<p><b>II. Expected Outputs and Deliverables</b></p> <p>All outputs and deliverables shall be submitted in the following form and number: three (3) printed copies and two (2) soft copies (USB). The service provider is expected to deliver the following outputs/activities/reports:</p> <ol style="list-style-type: none"> <li>1. Inventory Report           <ul style="list-style-type: none"> <li>➤ Description of Jewelry, its content, colors, carats in wg/yg/ setting, kinds and points of stone (if any), shapes, markings and others.</li> </ul> </li> <li>2. Appraisal Value Report</li> </ol>

		<p>➤ The service provider shall provide the Assessed Value and Current Market value of the appraised jewelry.</p> <p>Towards this end, the service provider shall:</p> <ol style="list-style-type: none"> <li>1. Identify said jewelry as to the material, quality, workmanship, condition and other characteristic that influence the items' value;</li> <li>2. Determine the value of the subject jewelry.</li> </ol>
		<p><b>III. Work Experience</b></p> <p>The service provider must have the following expertise:</p> <ol style="list-style-type: none"> <li>1. At least two (2) years professional experience in the appraisal of jewelry and other related activities;</li> <li>2. Has demonstrated very satisfactory skill on the appraisal and selling activities and documentation.</li> </ol>
		<p><b>IV. Duration of Engagement</b></p> <p>One (1) week from the start of the inventory/appraisal of the jewelry.</p>

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, Resume of the Gemologist, Gemologist License and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **August 2, 2018**, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**GLADYS F. ROSALES, MPA, CESE**  
 Deputy Commissioner  
 Internal Administration Group

**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	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 lot	<p style="text-align: center;"><b><u>Jewelry Appraisal Services</u></b></p> <p><b>I. Scope of Works</b></p> <p>The service provider is expected to undertake appraisal of the seized and confiscated jewelry:</p> <p>1. Viewing and Inspection. The seized jewelry shall be inspected by the service provider at the location therein indicated, subject to the following conditions:</p> <p>1.1 Seized jewelry shall be inspected and appraised by the service provider together with authorized Customs personnel at the vault of the Collection Division, NAIA Customhouse, Pasay City; and</p> <p>1.2 Procedures and activities involved shall be set according to BOC security guidelines.</p>		
	<p><b>II. Expected Outputs and Deliverables</b></p> <p>All outputs and deliverables shall be submitted in the following form and number: three (3) printed copies and two (2) soft copies (USB). The service provider is expected to deliver the following outputs/activities/reports:</p> <p>1. Inventory Report</p> <ul style="list-style-type: none"> <li>➤ Description of Jewelry, its content, colors, carats in wg/yg/ setting, kinds</li> </ul>		

	<p>and points of stone (if any), shapes, markings and others.</p> <p>3. Appraisal Value Report</p> <ul style="list-style-type: none"> <li>➤ The service provider shall provide the Assessed Value and Current Market value of the appraised jewelry.</li> </ul> <p>Towards this end, the service provider shall:</p> <ol style="list-style-type: none"> <li>1. Identify said jewelry as to the material, quality, workmanship, condition and other characteristic that influence the items' value;</li> <li>2. Determine the value of the subject jewelry</li> </ol>		
	<p><b>III. Work Experience</b></p> <p>The service provider must have the following expertise:</p> <ol style="list-style-type: none"> <li>1. At least two (2) years professional experience in the appraisal of jewelry and other related activities;</li> <li>2. Has demonstrated very satisfactory skill on the appraisal and selling activities and documentation.</li> </ol>		
	<p><b>VI. Duration of Engagement</b></p> <p>One (1) week from the start of the inventory/appraisal of the jewelry.</p>		

Warranty: \_\_\_\_ months from the date of delivery

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 of quotation)