



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
COLLECTION DISTRICT II-A
PORT OF MANILA



December 3, 2018

MS. MA. GERTY PAGARAN
Chief, Public Information and Assistance Desk
Bureau of Customs

Subject: Request for Posting at www.customs.gov.ph site for Procurement of Office Supplies.

Dear Madame,

Good day.

May we respectfully request for posting at our government site the attached **Request for Quotation on the Procurement of Sign Pens, Ball Pen and Correction Tape** to be used at the Port of Manila.

Anticipating for your kind consideration.

Very truly yours,


MARTESS T. MARTIN
District Collector
Port of Manila



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REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Shopping Procurement for the **Supply and Delivery of Sign Pen, Ball Pen and Correction Tape** 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 Sign Pen, Ball Pen and Correction Tape**
Location: **Port of Manila Building, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **One Hundred Thousand Pesos Only**
(P 100,000.00), inclusive of tax

Specifications:

UNIT	DESCRIPTION	QUANTITY
Box	Sign Pen – Black - Liquid Ink - 0.5mm Needle Tip	40
Box	Sign Pen – Blue - Liquid Ink - 0.5mm Needle Tip	40
Box	Sign Pen - Red - Liquid Ink - 0.5mm Needle Tip	30
Box	Ball Pen - Black - Ball Point Tip	50
Pieces	Correction Tape	100

Delivery Term: Thirty (30) calendar days from signing of Purchase Order/Contract

Interested suppliers are required to submit their valid and current Mayor's Permit and PHILGEPS Registration Certificate, and duly signed price quotation form (Annex A).

Submission of quotation and eligibility documents is on or before December 10, 2018 (3:00 PM), manually or through facsimile at the Supply Unit, Administrative Division, 2nd Floor BOC, Port Area, Manila with Telephone No. 527-4584.

Award of contract shall be awarded 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.

Very truly yours,



MA. VICTORIA M. NARTEA
Administrative Officer IV, POM



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Annex "A"

PRICE QUOTATION FORM

Date:

The Bids and Awards Committee
Bureau of Customs
Port of 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
40	Box	Sign Pen - Black		
40	Box	Sign Pen - Blue		
30	Box	Sign Pen - Red		
50	Box	Ball Pen - Black		
100	Pieces	Correction Tape		

Warranty: _____ months/days 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)