



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **Supply and Delivery of Roller Ball Pen**, 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 Roller Ball Pen**
Location : **General Services Division (GSD)**
Ground Floor, OCOM Building, Gate 3,
South Harbor, Port Area, Manila

Approved Budget for the Contract: **Fifty Thousand Pesos(Php 50,000.00),**
inclusive of tax

Specifications:

QTY.	DESCRIPTION
	Roller Ball Pen <ul style="list-style-type: none">➤ Hi-tecpoint➤ Liquid ink pen
120 pcs	V5 Fine <ul style="list-style-type: none">• 0.5• Black
120 pcs	V5 Fine <ul style="list-style-type: none">• 0.5• Blue
120 pcs	V7 Fine <ul style="list-style-type: none">• 0.7• Black
120 pcs	V7 Fine <ul style="list-style-type: none">• 0.7• Blue
120 pcs	V10 Fine <ul style="list-style-type: none">• 1.0• Black
120 pcs	V10 Fine <ul style="list-style-type: none">• 1.0• Blue

Delivery Term: 7cd upon signing of P.O.

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

Submission of quotation and eligibility documents is on or before **March 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 initialled 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,


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

Annex "A

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:

Quantity	Description	Unit Price	Total Price
	Roller Ball Pen <ul style="list-style-type: none">➤ Hi-tecpoint➤ Liquid ink pen		
120 pcs	V5 Fine <ul style="list-style-type: none">• 0.5• Black		
120 pcs	V5 Fine <ul style="list-style-type: none">• 0.5• Blue		
120 pcs	V7 Fine <ul style="list-style-type: none">• 0.7• Black		
120 pcs	V7 Fine <ul style="list-style-type: none">• 0.7• Blue		
120 pcs	V10 Fine <ul style="list-style-type: none">• 1.0• Black		
120 pcs	V10 Fine <ul style="list-style-type: none">• 1.0• Blue		

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)