



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

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **Supply and Delivery of Souvenir Items for 38<sup>th</sup> ASEAN Single Window-Technical Working Group Meeting (ASW-TWG MEETING)**, 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 Souvenir Items for 38<sup>th</sup> ASEAN Single Window-Technical Working Group Meeting (ASW TWG MEETING)**

Location : **General Services Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Fifty Thousand Pesos (Php50,000.00)**  
**, inclusive of tax**

Specifications:

QTY	UNIT	DESCRIPTION
25 male	pcs	<b>POLO SHIRT</b> <ul style="list-style-type: none"><li>• Unisex, White and Navy Blue Color with an ASEAN logo</li><li>• ASEAN logo should be heat pressed</li><li>• Made of Honeycomb fabric</li><li>• Branding at the back of the Polo Shirt should be embroidered</li><li>• Sizes:<ul style="list-style-type: none"><li>➢ Male Polo Shirts;<ul style="list-style-type: none"><li>• 5 small</li><li>• 5 medium</li><li>• 5 large</li><li>• 5 extra large</li><li>• 5 free size</li></ul></li><li>➢ Female Polo Shirts<ul style="list-style-type: none"><li>• 5 small</li><li>• 8 medium</li><li>• 5 large</li><li>• 2 extra large</li><li>• 5 free size</li></ul></li></ul></li></ul>
25 female	pcs	
50	pcs	<b>USB-PEN with LASER POINTER</b> <ul style="list-style-type: none"><li>• 4GB</li><li>• Silver colored pen with cover</li><li>• Accompanied with light silver-metal box</li></ul>
		Product must be delivered by the service provider at least one (1) week before the event dated February 14, 2017.

Delivery Term: Fifteen (15) calendar days from signing of PO

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 and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before February 2, 2017, 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,



**JOSEPH G. ESCASIO**  
Officer-in-Charge, Administration Office  
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	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
25 male	pcs	<b>POLO SHIRT</b> <ul style="list-style-type: none"> <li>• Unisex, White and Navy Blue Color with an ASEAN logo</li> <li>• ASEAN logo should be heat pressed</li> <li>• Made of Honeycomb fabric</li> <li>• Branding at the back of the Polo Shirt should be embroidered</li> <li>• Sizes:               <ul style="list-style-type: none"> <li>➤ Male Polo Shirts;                   <ul style="list-style-type: none"> <li>• 5 small</li> <li>• 5 medium</li> <li>• 5 large</li> <li>• 5 extra large</li> <li>• 5 free size</li> </ul> </li> <li>➤ Female Polo Shirts                   <ul style="list-style-type: none"> <li>• 5 small</li> <li>• 8 medium</li> <li>• 5 large</li> <li>• 2 extra large</li> <li>• 5 free size</li> </ul> </li> </ul> </li> </ul>		
25 female	pcs			
50	pcs	<b>USB-PEN with LASER POINTER</b> <ul style="list-style-type: none"> <li>• 4GB</li> <li>• Silver colored pen with cover</li> <li>• Accompanied with light silver-metal box</li> </ul>		
		Product must be delivered by the service provider at least one (1) week before the event dated February 14, 2017.		

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)