





# BUREAU OF CUSTOMS

Professionalism Integrity Accountability



## DISPOSITION FORM

<b>For</b>	<b>ATTY. MA. RHEA M. GREGORIO</b> District Collector	<b>Date</b> October 15, 2020	<b>Control No.</b>
<b>From</b>	<b>MARINEL N. BIANSON</b> Administrative Division		
<b>Subject</b>	Furniture's and Fixtures of Administrative Division <i>Phase I</i>		

 Marinel N. Bianson 10/15  
 Catherine T. Cello 10/15

### REFERENCES

- 10 Point Priority Program
- 2016 Revised Implementing Rules and Regulations of RA No. 9184.

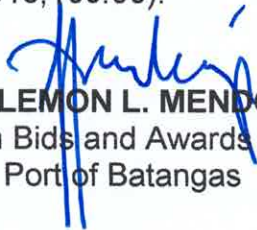
### DISCUSSION

- In line with the Bureau of Customs 10 Point Priority Program for 2020, "ISO Certificate of Customs Offices and Performance Governance System (PGS) compliance." It is the objective of each port to determine, provide and maintain the infrastructure and environment necessary for the operation of its processes and to achieve conformity of products and services.
- Included in the said objective is the improvement of buildings associated utilities.
- In view of this, the Office of the Administrative Division among other offices, require such improvement in order to provide for a suitable environment to work in.
- Submitted herewith is the Purchase Request for the project "Furniture's and Fixtures of Administrative Division" with Total amount of Nine Hundred Eighteen Thousand One Hundred Pesos (Php918,100.00).
- Pursuant to Section 7.3.2 of the Revised Implementing Rules and Regulation of RA No. 9184, the end user or implementing units of the Procuring Entity shall be responsible for the preparation of all documents necessary for the procurement activity including but not limited to the technical specifications, scope of works, or terms of reference.

h. Upon coordination with the Port's Accountant, funds for this proposed project is always available.

**RECOMMENDATION**

i. It is accord attached for your approval with signature is the Purchase Request for the project "Furniture's and Fixtures of Administrative Division" with an estimate cost of Nine Hundred Eighteen Thousand One Hundred Pesos (918,100.00).



**ATTY. FILEMON L. MENDOZA JR.**  
Chairperson Bids and Awards Committee  
Port of Batangas

~~APPROVED / DISAPPROVED~~



**ATTY. MARILEA M. GREGORIO**  
District Collector

Date: 10/15/2020



**PURCHASE REQUEST**

Entity Name: Bureau of Customs - Port of Batangas			Fund Cluster: 01		
Office/Section : _____		PR No.: _____		Date: <b>October 15, 2020</b>	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
N/A		<b>MODULAR PARTITION</b>			
		LAMINATED GLASS PARTITION	3	14,800.00	44,400.00
		- 42mm thk.			
		- aluminum endtrns			
		- 120(h) x 120(w)cm.			
		LAMINATED GLASS PARTITION	6	8,900.00	53,400.00
		- 42mm thk.			
		- aluminum endtrns			
		- 120(h) x 60(w)cm.			
		TABLE TOP	3	4,900.00	14,700.00
		- 25mm thk.			
		- laminated finish			
		- with provision of one(1) grommet hole			
		- 120(w) x 60(d)cm.			
N/A	pc	<b>WALL CABINET DESIGN</b>	1	69,000.00	69,000.00
		Customized Design			
		DUCO Finish			
	pc	Executive Chair	1	29,100.00	29,100.00
N/A	set	Customized Office Table DUCO Finish L-Shape with glass top	2	78,900.00	157,800.00
	set	FILE CABINET (Customized)	4	67,000.00	268,000.00
N/A	pcs	<b>STAFF CHAIR</b>	3	9,000.00	27,000.00
		- Clerical chair with armrest & gaslift			
		- Fabric seat with mesh backrest			
		- Chrome base with caster wheels			
		- Swivel & tilting mechanism			
		- Color: <i>Black</i>			
N/A	pcs	<b>CPU HOLDER</b>	3	1,300.00	3,900.00
		- PVC			
		- With Caster Wheels			
		- Color: <i>Gray</i>			
N/A	pcs	<b>MOBILE PEDESTAL</b>	3	5,600.00	16,800.00
		- 3 Drawers			
		- Flush handle, PVC			
		- Centralized locking mechanism			
		- 40(w) x 56(d) x 65(h)cm.			
		- Gauge#22			
		- Color: <i>Light Gray</i>			
N/A	pcs	<b>Overhead Cabinet (C) Pantry</b>	1	23,900.00	23,900.00
		-wood Finish			
		-DUCO Paint			
	lot	<b>WALL GLASS (WOOD FRAMING)</b>	1	210,100.00	210,100.00
					<b>918,100.00</b>
Purpose: Furniture's and Fixture of Administrative Division					
Signature : _____		Requested by: _____		Approved by: _____	
Printed Name : CATHERINE T. OELLO				ATTY. FILEMON L. MENDOZA	
Designation : SUPPLY & PROPERTY OFFICER				BAC -CHAIRPERSON	



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Furniture's and Fixtures of Administrative Division"** 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: **Furniture's and Fixtures of Administrative Division**

Location: **Bureau of Customs Port of Batangas**

Approved Budget for the Contract (ABC): **Nine Hundred Eighteen Thousand One Hundred Pesos (Php918,100.00) – inclusive of tax**

Specifications:

**ABC – Nine Hundred Eighteen Thousand One Hundred Pesos (Php918,100.00)**

QUANTITY	UNIT	DISCRIPTION
		<b>MODULAR PARTITION</b>
3	pc	<b>LAMINATED GLASS PARTITION</b>
		- 42mm thk.
		- aluminum endtrims
		- 120(h) x 120(w)cm.
6	pc	<b>LAMINATED GLASS PARTITION</b>
		- 42mm thk.
		- aluminum endtrims
		- 120(h) x 60(w)cm.
3	pc	<b>TABLE TOP</b>
		- 25mm thk.
		- laminated finish
		- with provision of one(1) grommet hole
		- 120(w) x 60(d)cm.
1	pc	<b>WALL CABINET DESIGN</b>
		Customized Design
		DUCO Finish
1	pc	Executive Chair
2	set	<b>Customized Office Table DUCO Finish L-Shape with glass top</b>
4	set	<b>FILE CABINET (Custtomized)</b>

3	pcs	<b>STAFF CHAIR</b>
		- Clerical chair with armrest & gaslift
		- Fabric seat with mesh backrest
		- Chrome base with caster wheels
		- Swivel & tilting mechanism
		<b>- Color: Black</b>
3	pcs	<b>CPU HOLDER</b>
		- PVC
		- With Caster Wheels
		<b>- Color: Gray</b>
3	pcs	<b>MOBILE PEDESTAL</b>
		- 3 Drawers
		- Flush handle, PVC
		- Centralized locking mechanism
		- 40(w) x 56(d) x 65(h)cm.
		- Gauge#22
		<b>- Color: Light Gray</b>
1	pcs	<b>Overhead Cabinet (C) Pantry</b>
		<b>-wood Finish</b>
		<b>-DUCO Paint</b>
1	lot	<b>WALL GLASS (WOOD FRAMING)</b>

Delivery Duration/ Terms: 5 working days

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), 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 October 22, 2020 12:00 n.n., at Administrative Division Bureau of Customs, 3rd Floor, Main Building, Sta. Clara Pier, Batangas City and see posting in PhilGeps website.

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 +63-977-825-6293 or email us at [celloc@customs.gov.ph](mailto:celloc@customs.gov.ph).

Very truly yours,

  
**MARINEL N. BIANSON**  
Administrative Division



Annex "A"

## PRICE QUOTATION FORM

Date

The Bids and Awards Committee  
Bureau of Customs  
Port of Batangas

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:

**Nine Hundred Eighteen Thousand One Hundred Pesos (Php918,100.00)**

QUANTITY	UNIT	DISCRIPTION
		<b>MODULAR PARTITION</b>
3	pc	<b>LAMINATED GLASS PARTITION</b>
		- 42mm thk.
		- aluminum endtrims
		- 120(h) x 120(w)cm.
6	pc	<b>LAMINATED GLASS PARTITION</b>
		- 42mm thk.
		- aluminum endtrims
		- 120(h) x 60(w)cm.
3	pc	<b>TABLE TOP</b>
		- 25mm thk.
		- laminated finish
		- with provision of one(1) grommet hole
		- 120(w) x 60(d)cm.
1	pc	<b>WALL CABINET DESIGN</b>
		Customized Design
		DUCO Finish
1	pc	Executive Chair
2	set	<b>Customized Office Table DUCO Finish L-Shape with glass top</b>
4	set	<b>FILE CABINET (Custtomized)</b>
3	pcs	<b>STAFF CHAIR</b>