



October 13, 2022

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through Port of Manila will undertake a Small Value Procurement for the **Supply and Delivery of Office furniture**, 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 Office Furniture**  
Location : **Supply Unit, Administrative Division, Port of Manila, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **TWO HUNDRED THOUSAND PESOS ONLY (200,000.00) Inclusive of tax**

Specifications :

QTY.	UNIT	DESCRIPTION
12	Unit	<b>3 Drawer Mobile Pedestal</b> - CENTRALIZED LOCKING MECHANISM - BALL BEARING SLIDES - COLOR: Black - SIZE: 40W X 56D X 65H CM
12	Unit	<b>Clerical Chair</b> - Mesh Chair - Material: Mesh , Chrome Base - Color: Black
5	Unit	<b>Executive Chair</b> - Leatherette Material - Wooden Armrest - Chrome Leg - Black
2	Unit	<b>Visitors Chair</b> - 59Wx52DxH80 cm - Fabric: Black - Metal: Chrome - Backrest - 13 mm thick plywood with 25 mm thick foam covered with Mesh fabric. - Seat - 13 mm thick plywood with 25 mm thick foam covered with Mesh fabric. - Armrest - Polypropylene (Pp) Plastic. - Leg - 16 mm dia.x1.0 mm thick metal tube. - 5kgsBlack
1	Unit	<b>Office Table</b> - 120x60x75 cm - with center and 3 side drawers - Melamine Finish



7	Unit	<b>5 Layers Boltless Office Rack Shelves</b> <ul style="list-style-type: none"><li>- CAPACITY: 5.83 Cu ft</li><li>- INSIDE DIMENSIONS: 39.09 in. H x 18.19 in. W x 14.17 in. D</li><li>- Multi-Purpose 5 Layer</li><li>- Metal Powder Coated Shelf Can Be Layered</li></ul>
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Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract

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 19, 2022** 10:00 a.m., at Supply Unit, Administrative Division, Ground Floor, POM Prefab Building, Bureau of Customs, 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 09178629765 or email us at [tuazona@customs.gov.ph](mailto:tuazona@customs.gov.ph).

Very truly yours,

  
**ATTY. MA. LIZA T. SEBASTIAN**  
Chairperson  
Bids and Awards Committee  
Port of Manila



(Annex "A")

## PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS  
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item	Quantity	Unit Price	Total Price

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