



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Office Supplies for 3rd Quarter"** 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 Supplies for 3rd Quarter**

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

Approved Budget for the Contract: **Nine Hundred Twenty-Three Thousand Four Hundred Twenty-Five Pesos (PHP923,425.00) - inclusive of tax**

Specifications:

1LOT

QTY.	Unit	DESCRIPTION
50	Pack	Battery AA (4's)
50	Pack	Battery AAA (4's)
1200	Ream	Bond Paper, Multi-Copy, A4, 80GSM
1200	Ream	Bond Paper, Multi-Copy, Legal, 80GSM
100	Pack	Sign Here Flags 25x43MM (50's)
200	Piece	Correction Tape 5mm x 8m
5000	Piece	Envelope, Documentary, Legal
100	Box	Fastener, Metal 70MM
2000	Piece	File Folder, A4
2000	Piece	File Folder, Legal
100	Piece	Presentation Folder (Transparent Front Cover), A4
100	Piece	Presentation Folder (Transparent Front Cover), Legal



100	Piece	Flash Drive 8GB
10	Piece	Portable Hard Drive 1TB
200	Piece	Note Pad, 2x4
200	Piece	Note Pad, 3x3
200	Piece	Note Pad, 3x4
2000	Piece	Folder Pressboard, Legal
1000	Piece	Ball Point Pen, Black
1000	Piece	Ball Point Pen, Blue
100	Book	Record Book, 300 Pages
100	Book	Record Book, 500 Pages
100	Pair	Scissors, Symmetrical, Length: 70MM
100	Piece	Stapler, Standard
100	Box	Staple Wire, Standard
50	Piece	Staple Wire Remover (Metal), Plier Type
200	Roll	Tape, Masking, 24MM
200	Roll	Tape, Masking, 48MM
200	Roll	Tape Transparent, 24MM
200	Roll	Tape Transparent, 48MM
200	Roll	Tape Packaging, 48MM
100	Pad	Steno Notebook
100	Piece	Storage Box, Hard Bound

Delivery Term/Duration: 10 calendar days

Subject to Retention Money 1-5% Contract Amount



Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **July 23, 2021**, 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.

Very truly yours,


ISAGANI D. GALSIM
Chief, General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
 Bureau of Customs
 Port Area, Manila

Project Title: Supply and Delivery of Office Supplies for 3rd Quarter

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:

1LOT

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
50	Pack	Battery AA (4's)		
50	Pack	Battery AAA (4's)		
1200	Ream	Bond Paper, Multi-Copy, A4, 80GSM		
1200	Ream	Bond Paper, Multi-Copy, Legal, 80GSM		
100	Pack	Sign Here Flags 25x43MM (50's)		
200	Piece	Correction Tape 5mm x 8m		
5000	Piece	Envelope, Documentary, Legal		
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2000	Piece	File Folder, Legal		
100	Piece	Presentation Folder (Transparent Front Cover), A4		
100	Piece	Presentation Folder (Transparent Front Cover), Legal		
100	Piece	Flash Drive 8GB		



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

10	Piece	Portable Hard Drive 1TB		
200	Piece	Note Pad, 2x4		
200	Piece	Note Pad, 3x3		
200	Piece	Note Pad, 3x4		
2000	Piece	Folder Pressboard, Legal		
1000	Piece	Ball Point Pen, Black		
1000	Piece	Ball Point Pen, Blue		
100	Book	Record Book, 300 Pages		
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200	Roll	Tape Transparent, 24MM		
200	Roll	Tape Transparent, 48MM		
200	Roll	Tape Packaging, 48MM		
100	Pad	Steno Notebook		
100	Piece	Storage Box, Hard Bound		
Total:				

Total amount in words:



Delivery Term/Duration: 10 calendar days

Subject to Retention Money 1-5% Contract Amount

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)