

**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 Furniture for Public Information and Assistance Division (PIAD)"** 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 and Fixtures for Public Information and Assistance Division (PIAD)**

Location : **Bureau of Customs, Port Area, Manila**

Approved Budget for the Contract : **Five Hundred Twenty – Five Thousand Eight Hundred Seventy – Nine Pesos (Php525,879.00) - inclusive of tax**

Specifications :

UNIT	ITEM DESCRIPTION	QUANTITY
unit	<b>Staff Chair</b> <ul style="list-style-type: none"> <li>• Width: at least 64 cm (25 ¼")</li> <li>• Depth: at least 64 cm (25 ¼")</li> <li>• Max. Height: at least 95 cm (37 3/8")</li> <li>• Seat Width: 51 cm (220 1/8")</li> <li>• Seat Depth: 42 cm (16 ½")</li> <li>• Min. Seat Height: 45 cm (17 ¾)</li> <li>• Max. Seat Height: 56 cm (22")</li> <li>• Star base center/Star base leg/Back frame/ Adjustment Lever</li> <li>• Steel, Epoxy, Polyester powder coating</li> <li>• Armrest pad: Polypropylene, Polyurethane foam.</li> <li>• Back foam: Polyurethane foam.</li> <li>• Seat frame: Molded eucalyptus plywood</li> <li>• Seat foam: Polyurethane foam., Polyurethane memory foam.</li> <li>• Zipper: 100 % polyester</li> <li>• Cover: Top-grain leather</li> <li>• Cover plate: Polypropylene</li> <li>• Spring: Steel</li> <li>• Dyed through top-grain leather with a treated, embossed and pigmented surface</li> <li>• Frame</li> <li>• Color: Golden Brown</li> <li>• Wipe clean with a mild soapy solution. Wipe dry with a clean cloth.</li> <li>• Leather</li> </ul>	24
unit	<b>Visitor's Chair</b> <ul style="list-style-type: none"> <li>• Measurement: W54xD59xH87 cm Seat Height: 49 cm</li> <li>• Color: <b>Fabric:</b> Gray <b>Legs:</b> Black</li> <li>• Materials: 10 mm plywood with 30 mm Foam covered with fabric seat &amp; back &amp; dia 32 mmx1.0 mm thick metal tube in powder coated finish legs.</li> <li>• Product weight: 6.2kgs</li> </ul>	5



unit	<b>Receiving Chair</b> <ul style="list-style-type: none"> <li>• 2Seater: 1420mm W x 760mm D x 750mm H</li> <li>• Materials: Gemelina Frame, Upholstery</li> <li>• Special Feature: Fixed Seat Cushion and Fixed Back Cushion Made in the Philippines</li> <li>• Base/Legs: A-330B Legs</li> <li>• Color: Black</li> </ul>	1
unit	<b>Office Table</b> <ul style="list-style-type: none"> <li>• Measurement: Size : 140Wx60Dx75Hcm</li> <li>• Color: Oak with Black</li> <li>• Measurement:</li> <li>• W160xD60xH75 cm</li> <li>• Metal Leg: Black</li> <li>• Materials:</li> <li>• Made of Melamine laminated on Particle board. 25 mm thick top panel with 0.8 mm thick PVC edging. 16 mm thick front panel with 0.8 mm thick PVC edging. 18 mm thick drawer front, side &amp; back panel with 0.45 mm thick PVC edging. 75 mm dia. plastic wire hole cap. 16" full extension drawer slide mechanism. 1.2 mm thick stamped metal sheet Legs in powder coated finish with 38 mm adjustable foot glider.</li> </ul>	2
unit	<b>Executive Office Desk</b> <ul style="list-style-type: none"> <li>• <b>Table:</b> W160xD75xH76 cm</li> <li>• <b>Cabinet Storage:</b> W120xD40xH64 cm</li> <li>• <b>Overall:</b> W160xD120xH76 cm</li> <li>• <b>Panels:</b> Black Walnut or oak with black</li> <li>• <b>Metal frame &amp; legs:</b> White or black 25 mm thick Melamine laminated on E1 grade Particle board with 16 mm thick table front panel, drawer front &amp; side, doors and back board. 30x80x1.5 mm steel tube leg in anti-UV powder coated finish.</li> </ul>	5
unit	<b>Conference Table</b> <ul style="list-style-type: none"> <li>• Size: 240m x 120m x 75h (8 to 10 seaters)</li> <li>• Material: MDF Import Quality Modern Design Minimalist</li> <li>• Style Executive Design Low</li> <li>• Color: Oak with Black</li> </ul>	2
unit	<b>Trash Can</b> <ul style="list-style-type: none"> <li>• Color Whiter or Black</li> </ul>	16
unit	<b>Trash Bin (big)</b> <ul style="list-style-type: none"> <li>• 50 Gal. (with Pedal)</li> <li>• L560xW465xH946mm</li> <li>• Made by durable Polyethylene</li> <li>• For outdoor use</li> <li>• Black</li> <li>• Heavy Duty</li> </ul>	1
unit	<b>Industrial Ceiling Lamp</b> <ul style="list-style-type: none"> <li>• Measurements:</li> <li>• Max.: 22 W</li> <li>• Height: 40 cm (16 ")</li> <li>• Max. height: 147 cm (58 ")</li> </ul>	3



	<ul style="list-style-type: none"> <li>• Shade diameter: 38 cm (15 ")</li> <li>• Length of chain: 95 cm (3 ' 1 ")</li> <li>• Materials: Materials &amp; care</li> <li>• Shade: Steel, Powder coating, Paint</li> <li>• Lampholder cup/ Ceiling cup: Steel, Powder coating</li> <li>• Chain: Stainless steel</li> <li>• Diffuser: Acrylic</li> <li>• Color: Black</li> </ul>	
unit	<p><b>Foldable Table</b></p> <ul style="list-style-type: none"> <li>• Black</li> <li>• Heavy Duty 4ft Foild-in-half table</li> <li>• Features: 72in x 30 in molded tabletop</li> <li>• DIMENSIONS (Closed(sad) 62 cm (W) x 64 cm (L) x 8. cm (H)</li> <li>• DIMENSIONS (Open(sad) 61 cm (W) x 122 cm (L) x 74cm (H)</li> <li>• TABLETOP THICKNESS: 4.2 cm WEIGHT CAPACITY: Center Loaded:120 kg</li> <li>• Evenly Distributed: 150 kg</li> </ul>	1
unit	<p><b>Clerical Table</b></p> <ul style="list-style-type: none"> <li>• Measurement: Top panel/ Main parts/ Drawer front:</li> <li>• Particleboard, Printed and embossed acrylic paint, Paper foil, Plastic edging</li> <li>• Bottom panel:</li> <li>• Particleboard, Paper foil, Paper foil, Plastic edging</li> <li>• Drawer side/ Drawer back:</li> <li>• Particleboard, Plastic foil</li> <li>• Drawer bottom:</li> <li>• Fiberboard, Acrylic paint</li> <li>• Underframe:</li> <li>• Steel, Epoxy/polyester powder coating</li> <li>• Measurements</li> <li>• Width: 132 cm (52 ")</li> <li>• Depth: 58 cm (22 7/8 ")</li> <li>• Height: 76 cm (29 7/8 ")</li> <li>• Height under furniture: 62 cm (24 3/8 ")</li> <li>• Color: Black &amp; OAK</li> </ul>	8

**Delivery Duration/Term: 7 calendar days upon receipt of Notice of Proceed Subject for Deduction of 1%-5% Retention Money**

Interested suppliers are required to submit **original/certified true copy of the following:** 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 signed and sealed.

Submission of quotation and eligibility documents is on or before **May 20, 2022, 10:00 a.m.**, at **General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**



# BUREAU OF CUSTOMS

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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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief Administrative Officer  
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 Furniture and Fixtures for Public Information and Assistance Division (PIAD)**

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:

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
unit	<b>Staff Chair</b> <ul style="list-style-type: none"> <li>• Width: at least 64 cm (25 1/4")</li> <li>• Depth: at least 64 cm (25 1/4")</li> <li>• Max. Height: at least 95 cm (37 3/8")</li> <li>• Seat Width: 51 cm (20 1/8")</li> <li>• Seat Depth: 42 cm (16 1/2")</li> <li>• Min. Seat Height: 45 cm (17 3/4)</li> <li>• Max. Seat Height: 56 cm (22")</li> <li>• Star base center/Star base leg/Back frame/ Adjustment Lever</li> <li>• Steel, Epoxy, Polyester powder coating</li> <li>• Armrest pad: Polypropylene, Polyurethane foam.</li> <li>• Back foam: Polyurethane foam.</li> <li>• Seat frame: Molded eucalyptus plywood</li> <li>• Seat foam: Polyurethane foam., Polyurethane memory foam.</li> <li>• Zipper: 100 % polyester</li> <li>• Cover: Top-grain leather</li> <li>• Cover plate: Polypropylene</li> <li>• Spring: Steel</li> <li>• Dyed through top-grain leather with a treated, embossed and pigmented surface</li> <li>• Frame</li> <li>• Color: Golden Brown</li> <li>• Wipe clean with a mild soapy solution. Wipe dry with a clean cloth.</li> <li>• Leather</li> </ul>	24		
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		<b>GRAND TOTAL</b>		

**Delivery Duration/Term: 7 calendar days upon receipt of Notice of Proceed Subject for Deduction of 1%-5% Retention Money**

**The above-quoted prices are inclusive of all costs and applicable taxes.**

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Phone/Contact Number

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)