



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Collection District VII
Sub-port of Mactan



REQUEST FOR QUOTATION

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **Purchase of Office Supplies** at the SUB-PORT OF MACTAN, 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, DELIVERY of Office Supplies |
| Location | Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015 |
| Approved Budget | PHP 49,835.00 |
| Mode of Procurement | SMALL VALUE PROCUREMENT |

The terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. **All items must be delivered at the Bureau of Customs Sub-port of Mactan. Please indicate delivery charge, if any.**
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. **The term of payment is through check payment, subject to withholding and final taxes (BIR Form 2306 & 2307).**
9. 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 any clarification, please contact **MS. VICTORIA C. ARANDILLO**, Customs Operations Officer I and Concurrent Acting Accountant at (032) 354-7417, (032) 340-4197, Fax (032)340-4196.

Thank you very much.

Very truly yours,


FRANCES MARGARET QUITCO
Chief, Administrative Section



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
Collection District VII
 Sub-port of Mactan



PRICE QUOTATION FORM

 (Date)

The Administration Office
 Bureau of Customs
 Sub-port of Mactan

SIR/MADAM:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
|-----|-----------|--|------------|-------|
| | ream | PAPER, Multi-Purpose (COPY) A4, 70 gsm | 20 | |
| | ream | PAPER, Multi-Purpose (COPY) Legal, 80 gsm | 20 | |
| | book | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | 20 | |
| | unit | Filing Tray- 3 layers (Desk File Organizer) | 10 | |
| | box | STAPLE WIRE, STANDARD, #35, 5000's, 26/6 | 40 | |
| | piece | FILE BINDER FOLDER- ArchFile Long, 2 Hole, 7CM, Side lever, With Metal Rail, With label insert on side, With folder divider 5pcs | 50 | |
| | piece | FILE BINDER FOLDER- ArchFile A4 | 40 | |
| | cartridge | Epson Ribbon Cartridge 9-pin | 3 | |
| | | >pls include delivery fees, if any | | |
| | | | | |

Bids are accepted until: JANUARY 24, 2020

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 and Address

Mayor's Permit No. _____

Phil GEPS Registration No. _____

Omnibus Sworn Statement

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