



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Supply and Delivery of Various Office Supplies”** 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 Various Office Supplies**

Location:

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

Approved Budget for  
the Contract:

**Six Hundred Fifty-Three Thousand One Hundred  
Ninety-Five Pesos (PHP653,195.00) - inclusive of  
tax**

Specifications:

<b>LOT 1</b>	<b>Unit</b>	<b>Description</b>	<b>Qty</b>	<b>Amount</b>
	PIECE	SIGN PEN 0.7 (BLUE)	500	
	PIECE	SIGN PEN 0.7 (BLACK)	500	
	PIECE	DATA FILE BOX	400	
	BOX	FASTENER, PLASTIC 70MM	200	
	SET	FILE TAB DIVIDER, A4	400	
	SET	FILE TAB DIVIDER, LEGAL	400	
	CAN	INSECTICIDE, 500ML	500	575,875.00
	BOX	PAPER CLIP, 50MM	300	
	PIECE	PENCIL ERASER (BIG)	150	
	PACK	PUSH PIN (50's)	200	
	PACK	SPECIALTY PAPER (VELLUM/WHITE), 220GSM	200	
	PACK	SPECIALTY PAPER (VELLUM/CREAM), 220GSM	200	
	PIECE	STORAGE BOX	300	



PACK	SIGN HERE	1000	
PIECE	BALL POINT PEN (BLUE)	1000	
PIECE	BALL POINT PEN (BLACK)	1000	
PACK	PHOTO PAPER, A4, 230GSM	300	
PIECE	MARKER, PERMANENT (FOR PLASTIC, STICKER, GLASS & METAL), 1.0MM BLACK	50	
PIECE	BALIKBAYAN BOX, 300LBS, BROWN, 20X20X20	200	
ROLL	PACKING TAPE, 48MM	300	
UNIT	EXTERNAL HARD DRIVE, 1TB	20	
REAM	COPY PAPER, A3, 80GSM	100	
PIECE	PRESENTATION FOLDER, CLEAR FRONT, LEGAL SIZE	300	

**LOT 2**

Unit	Description	Qty	Amount
PIECE	WHITE BULLETIN BOARD W/ STEEL FRAME	6	
	<ul style="list-style-type: none"><li>CORKBOARD WITH ALUMINUM FRAME – STANDARD GLASS CASING</li><li>(4X3)</li></ul>		
PIECE	STEEL PLATE MARKER	6	
	<ul style="list-style-type: none"><li>(13"X 4")</li></ul>		77,320.00
PIECE	ORGANIZATIONAL CHART FRAME	6	
	<ul style="list-style-type: none"><li>(36" X 25")</li></ul>		
PIECE	COMMON RESTROOM SIGNAGE	5	
PIECE	FEMALE RESTROOM SIGNAGE	1	
PIECE	MALE RESTROOM SIGNAGE	1	
PIECE	FIRE EXIT SIGNAGE	5	
PIECE	STOCK ROOM SIGNAGE	5	

**Delivery Term/Duration: 15 calendar days**

Subject to Retention Money 1-5% Contract Amount



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Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, 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 **August 22, 2022, 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 [pacsecretariat@customs.gov.ph](mailto:pacsecretariat@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 Various Office Supplies**  
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

Unit	Description	Qty	Unit Price	Total Price
PIECE	SIGN PEN 0.7 (BLUE)	500		
PIECE	SIGN PEN 0.7 (BLACK)	500		
PIECE	DATA FILE BOX	400		
BOX	FASTENER, PLASTIC 70MM	200		
SET	FILE TAB DIVIDER, A4	400		
SET	FILE TAB DIVIDER, LEGAL	400		
CAN	INSECTICIDE, 500ML	500		
BOX	PAPER CLIP, 50MM	300		
PIECE	PENCIL ERASER (BIG)	150		
PACK	PUSH PIN (50's)	200		
PACK	SPECIALTY PAPER (VELLUM/WHITE), 220GSM	200		
PACK	SPECIALTY PAPER (VELLUM/CREAM), 220GSM	200		
PIECE	STORAGE BOX	300		



PACK	SIGN HERE	1000		
PIECE	BALL POINT PEN (BLUE)	1000		
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UNIT	EXTERNAL HARD DRIVE, 1TB	20		
REAM	COPY PAPER, A3, 80GSM	100		
PIECE	PRESENTATION FOLDER, CLEAR FRONT, LEGAL SIZE	300		
<b>TOTAL</b>				

LOT 2

Unit	Description	Qty	Unit Price	Total Price
PIECE	WHITE BULLETIN BOARD W/ STEEL FRAME • CORKBOARD WITH ALUMINUM FRAME - STANDARD GLASS CASING • (4X3)	6		
PIECE	STEEL PLATE MARKER (13"X 4")	6		
PIECE	ORGANIZATIONAL CHART FRAME (36" X 25")	6		
PIECE	COMMON RESTROOM SIGNAGE	5		
PIECE	FEMALE RESTROOM SIGNAGE	1		
PIECE	MALE RESTROOM SIGNAGE	1		
PIECE	FIRE EXIT SIGNAGE	5		



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PIECE	STOCK ROOM SIGNAGE	5		
<b>TOTAL</b>				

Total amount in words: \_\_\_\_\_

**Delivery Term/Duration: 15 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

\_\_\_\_\_  
Contact No.

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

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

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