



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Customized Notebook with Pen"** 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 Customized Notebook with Pen**
- Location : **Bureau of Customs, Port Area, Manila**
- Approved Budget for the Contract : **Eighty-Five Thousand Pesos (Php85,000.00) - inclusive of tax**
- Specifications :

QUANTITY	DESCRIPTION
500 Sets	<b>NOTEBOOK WITH PEN</b> <b>Size: A5</b> <b>No. of Leaves:</b> 70 leaves excluding cover <b>Stocks/Color-Cover:</b> C2S180;4/4 <b>Stocks/Color-Inside:</b> BP60;1/1 69 leaves & 4/4 2 pages <b>Lamination:</b> UV Lamination <b>Binding:</b> Perfect <b>Others: Pen with Engraving</b>

**Delivery Term/Duration:7 calendar days**  
 Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **March 13, 2023, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division



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Annex "A"

## PRICE QUOTATION FORM

Date:

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

### Project Title: Supply and Delivery of Customized Notebook with Pen

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:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
500 Sets	<b>NOTEBOOK WITH PEN</b> <b>Size: A5</b> <b>No. of Leaves: 70 leaves excluding cover</b> <b>Stocks/Color-Cover: C2S180;4/4</b> <b>Stocks/Color-Inside: BP60;1/1 69 leaves &amp; 4/4 2 pages</b> <b>Lamination: UV Lamination</b> <b>Binding: Perfect</b> <b>Others: Pen with Engraving</b>		

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

\_\_\_\_\_  
Telephone/Fax

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

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

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