

**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 4th 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 4th Quarter**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **Four Hundred Forty-One Thousand Two Hundred Sixty-Four Pesos and Fifty Centavos (PHP441,264.50) - inclusive of tax**
 Specifications:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
ream	Bond Paper, Multi-Copy, A4, 80gsm	1,500
pack	File Folder with Tab, A4	50
pack	File Folder with Tab, Legal	50
set	File Tab Divider, A4	200
set	File Tab Divider, Legal	200
piece	Flash Drive, 16GB	200
pad	Note Pad 2x3 (3M) 100's	200
pad	Note Pad 3x3 (3M) 100's	200
pad	Note Pad 3x4 (3M) 100's	200
piece	Sign Pen, Extra Fine Tip (0.5), Black	800
piece	Sign Pen, Extra Fine Tip (0.5), Blue	800
piece	Sign Pen, Extra Fine Tip (0.5), Red	500
roll	Tape, Packaging, width:48mm (Tan)	150
roll	Tape, Transparent, width:24mm	150
roll	Tape, Transparent, width:48mm	150
roll	Twine, Plastic	50

Delivery Term/Duration:15 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 **October 23, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGAN D. GALSIM
Head, BAC Secretariat/
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 Supplies for 4th 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

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
ream	Bond Paper, Multi-Copy, A4, 80gsm	1,500		
pack	File Folder with Tab, A4	50		
pack	File Folder with Tab, Legal	50		
set	File Tab Divider, A4	200		
set	File Tab Divider, Legal	200		
piece	Flash Drive, 16GB	200		
pad	Note Pad 2x3 (3M) 100's	200		
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piece	Sign Pen, Extra Fine Tip (0.5), Black	800		
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piece	Sign Pen, Extra Fine Tip (0.5), Red	500		
roll	Tape, Packaging, width:48mm (Tan)	150		
roll	Tape, Transparent, width:24mm	150		
roll	Tape, Transparent, width:48mm	150		
roll	Twine, Plastic	50		
TOTAL AMOUNT				

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)