



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

February 8, 2024

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Small Value Procurement for the **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 Supply and Delivery of Various Office**

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

Approved Budget for the Contract: **FOUR HUNDRED TWENTY-SIX THOUSAND SIX HUNDRED FIFTY PESOS ONLY (P426,650.00) Inclusive of Tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Ream	Copy Paper A4 80GSM - 80 GSM - Size : 210MMX297MM, A4 - Thickness: .09MM - Opacity: 90% - Brightness: 90%	500
Ream	Copy Paper Legal 80GSM - 80 GSM - Size : 216MMX330MM, Legal - Thickness: .09MM - Opacity: 90% - Brightness: 90%	350
Piece	Sign Pen – Black - Liquid - 0.5mm Needle Type - One piece barrel	500
Piece	Sign Pen – Blue - Liquid - 0.5mm Needle Type - One piece barrel	500
Piece	Sign Pen – Red - Liquid - 0.5mm Needle Type - One piece barrel	100



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Piece	Ballpen – Black - Liquid - 0.7mm - One piece barrel	500
Piece	Ballpen – Blue - Liquid - 0.7mm - One piece barrel	500
Piece	Ballpen – Red - Liquid - 0.7mm - One piece barrel	100
Piece	Permanent Marker – Black - Felt Tip, - Bullet Type - Medium Point	120
Piece	Permanent Marker – Blue - Felt Tip, - Bullet Type - Medium Point	120
Piece	Whiteboard Marker – Black - Quick dry and easily erasable with ketone-based ink. - Long cap-off time – more than 30 minutes. - Line width: 2.0mm (Medium)	80
Piece	Whiteboard Marker – Blue - Quick dry and easily erasable with ketone-based ink. - Long cap-off time – more than 30 minutes. - Line width: 2.0mm (Medium)	80
Pad	Post it Note Pad 3x3 - Size: 3 x 3 inches - Color: Yellow - Packaging Size: 100 sticky notes per pack	200
Box	Staple Wire Standard - 500 wires / box - Made of steel wire coated with zinc - 100 wires per strip	200
Piece	Correction Tape - Width 48mm - 50m usable length	250



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Box	Fastener - For paper - Metal, Non corroding - To hold 25mm thick multipurpose paper - 70mm between prongs	200
Piece	Highlighter Fluorescent Marker - Barrel : Flat - Tip : Chisel Point - Assorted Colors - Made of plastic	200
Piece	Folder with Tab A4 - For A4 sized documents - Material : Tagboard - White	1500
Piece	Puncher - Punches up to 30 sheets - Built-in Handle Lock - Precise Paper Guide - Removable Chip Tray - Hole Diameter: 7mm - Hole Distance 70mm - Depth: 12mm	25
Box	Rubber Band - 350 grams min. net weight - 1.0 mm thickness - 70mm lay flat length - 9.81MPa Tensile strength 250% elongation	50
Roll	Plastic Twine - 1KG - 25 KG Breaking Strength	30
Piece	Stamp Pad - Made of metal, plastic - Stamp pad shall be made of absorbent material, pre-inked Stamp pad bed size : 60mm x 100mm	50
Piece	Stamp Pad Ink - Blue - Volume : 50ml - With applicator	50

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract



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Interested suppliers are required to submit their valid and current Mayor's Permit, DTI / SEC Registration (For partnerships / corporations, General Information Sheet & Articles of Incorporation shall also be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Omnibus Sworn Statement, Latest Income / Business Tax return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **February 13, 2024 (10:00 AM)**, manually at the Supply Unit, Administrative Division, Ground Floor POM Prefab Building, Port Area Manila.

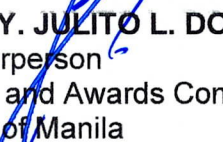
Award of contract shall be awarded to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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 09178629765 or email us at tuazona@customs.gov.ph.

Very truly yours,


ATTY. JULITO L. DORIA
Chairperson
Bids and Awards Committee
Port of Manila



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(Annex "A")

PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item	Quantity	Unit Price	Total Price

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



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