



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



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"** 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**

Location: **Bureau of Customs Port Area Manila**

Approved Budget for the Contract (ABC): **Eight Hundred Seventy-Seven Thousand Five Hundred Ten Pesos (Php877,510.00) – inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
200	Box	Clip Backfold, 19mm
200	Box	Clip Backfold, 25mm
200	Box	Clip Backfold, 32mm
200	Box	Clip Backfold, 50mm
300	Piece	Correction Tape 5mm x 8m
500	Pack	Envelope, Documentary, Legal (10's)
5000	Piece	File Folder with Tab Legal
2000	Piece	Folder, Pressboard, Legal
200	Piece	Sandisk Flash Drive, 16GB
200	Box	Paper Clip, 33mm

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

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200	Box	Paper Clip, 50mm
1000	Ream	Paper, Multicopy, 80gsm, A4
50	Book	Record Book, 300 pages
50	Book	Record Book, 500 pages
1100	Piece	0.5 Sign Pen, Black, Liquid/Gel Ink (Pilot)
1100	Piece	0.5 Sign Pen, Blue, Liquid/Gel Ink, (Pilot)
200	Roll	Tape, transparent width: 24mm
25	Cart	Toner Cart, HP CE285A (HP85A), Black
25	Cart	Ink Cartridge, HP F6V26AA (HP680), Tricolor
25	Cart	Ink Cartridge, HP F6V27AA (HP680), Black
15	Cart	Toner Cart, HP Q2612A, Black
1	Piece	Paper Cutter (12x15)
50	Piece	Presentation Folder
20	Piece	Twin Marker, Super Color Marker (Pilot)
10	Piece	Cutter Knife

Delivery Duration/ Terms: 20 working days

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet &

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Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, 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 July 27, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website.

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 bacsecretariat@customs.gov.ph.

Very truly yours,

RAQUEL G. DE JESUS

Acting Chief, General Services Division



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Annex "A"

PRICE QUOTATION FORM

Date

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

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:

QTY.	Unit	DESCRIPTION	UNIT PRICE	TOTAL PRICE
200	Box	Clip Backfold, 19mm		
200	Box	Clip Backfold, 25mm		
200	Box	Clip Backfold, 32mm		
200	Box	Clip Backfold, 50mm		
300	Piece	Correction Tape 5mm x 8m		
500	Pack	Envelope, Documentary, Legal (10's)		
5000	Piece	File Folder with Tab Legal		
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25	Cart	Ink Cartridge, HP F6V27AA (HP680), Black		
15	Cart	Toner Cart, HP Q2612A, Black		
1	Piece	Paper Cutter (12x15)		
50	Piece	Presentation Folder		
20	Piece	Twin Marker, Super Color Marker (Pilot)		
10	Piece	Cutter Knife		

Delivery Duration/ Term: 5 working days

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

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Very truly yours,

Name/ Signature of Representative

Name of Company

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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

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