



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Shopping 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 of Batangas**

Approved Budget for the Contract (ABC): **Four Hundred Fifty Five Thousand Pesos (Php455,000.00) – inclusive of tax**

Specifications:

QTY.	UNIT	ITEM DESCRIPTION
SUPPLY AND DELIVERY OF OFFICE SUPPLIES		
20	pack	11 holes plastic
20	pcs	Arch File (Short)
50	pcs	Ballpen (Black & Blue - Energel 0.5)
200	reams	Bond Paper Long
200	reams	Bond Paper (A4)
10	pcs	Calculator (Compact, Electronic)
10	box	Carbon film (black)
50	pcs	Correction Tape
5	box	Binder Clip 2"
5	box	Binder Clip 1"
300	reams	Folder Long (Ordinary)
20	pcs	Highlighter
20	pad	NotePad (Post-It)
20	box	Paper Clip (Jumbo)
30	pcs	Record Book
20	box	Rubber band (big)
50	pcs	Sign Pen (black, blue & red)
10	pad	Stamp Pad
10	btls	Stamp Pad Ink Blue (Purple/Violet)
20	pcs	Stapler with Remover
30	box	Staple Wire #35
5	pcs	Tape Dispenser
10	pcs	Tape (Scotch Tape)
10	pcs	Tape (Double Sided Tape)
10	pcs	Tape (Packaging Tape)
5	cart	85 A Toner

15	cart	Ink 678 Black
15	cart	Ink 678 Colored
15	cart	Ink 680 Black
15	cart	Ink 680 Colored
2	cart	Sharp AR-6023N Toner
2	cart	Sharp Toner MX 237FT
2	cart	Brother MFC - L5900DW
15	cart	T664 Black
15	cart	T664 Colored
15	cart	003 Epson Black
15	cart	003 Epson Colored
10	btls	Polykleen Slimex (Bactericide Disinfectant Sanitizer)
20	btls	Alcohol Ethyl 68% - 70%
10	btls	Air Freshner 320ml
5	btls	Camoist
40	pack	Detergent Powder
20	btls	Disinfectant Spray
35	pcs	DoorMat
5	pcs	Dust Pan
10	btls	Furniture Cleaner
10	btls	Glass Cleaner
10	btls	Liquid Handsoap
100	pcs	Round Rugs
50	rolls	Round Tissue
5	pcs	Floor Mop
20	rolls	Trash Bag - Plastic
20	btls	Bleaching Liquid
20	btls	Multi Purpose Cleaner

Delivery Term: Three (3) Calendar days from signing of P.O.

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 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 September 23, 2020 12:00 n.n., at Administrative Division Bureau of Customs, 2nd Floor, Main Building, Sta. Clara Pier, Batangas City 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 +63-977-825-6293 or email us at celloc@customs.gov.ph.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'F. Mandigma', is written over the printed name.

MYRNA F. MANDIGMA

Acting Chief, Administrative Division

Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port of Batangas

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:

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100	pcs	Round Rugs
50	rolls	Round Tissue
5	pcs	Floor Mop
20	rolls	Trash Bag - Plastic
20	btls	Bleaching Liquid
20	btls	Multi Purpose Cleaner

Total amount in words and figures:

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

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)