



PROFESSIONALISM		INTEGRITY		ACCOUNTABILITY	
		<b>BUREAU OF CUSTOMS-SUB-PORT OF MACTAN</b> <b>PRICE QUOTATION FORM</b> <b>AND GUIDELINES</b>			
FORM NO. BOCSOM-F-PP-003		EFFECTIVE DATE: February 27, 2024		VERSION: 2	
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Annex 2



We, the undersigned, hereby accept in full the BOC General Terms and Conditions, and hereby offer to provide the items listed below in conformity with the technical specifications, requirements, and conditions of BOC as per RFQ Reference No.: 2024-006MTN

<b>PROCUREMENT OF: SUPPLY AND DELIVERY OF STICKER SINTRA PRINTABLE</b>				
Item	Description	Total Quantity	Unit Price	Total Price
LOT	Quality Policy SM (45x65cm)	24		
	Quality Policy BOC (45x65cm)	24		
	5-Point Priority (45x65cm)	24		
	Mission Vision (45x65cm)	24		
	Quality Policy SM (2 x 3 feet)	5		
	Quality Policy BOC (2 x 3 feet)	5		
	5-Point Priority (2 x 3 feet)	5		
	Mission Vision (2 x 3 feet)	5		
	Tarp Standee (2x5 feet)	6		
	BOC Logo (30cm in Diameter)	2		
TOTAL IN PHP				
IN WORDS				

We, the undersigned, offer to supply the items listed above in conformity with specifications, terms and conditions of the RFQ.

Signature over Printed Name of Supplier's Authorized Representative <b>(Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)</b>	:	
Designation:	:	
Company:	:	
Company Address:	:	
Date:	:	
Telephone Number	:	
E-mail Address	:	
Mobile Number	:	

**\*To be filled out by external provider/supplier.**

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### INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In cases of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) Quotations may be submitted through electronic mail at [jennifer.duyogan@customs.gov.ph](mailto:jennifer.duyogan@customs.gov.ph) and [victoria.arandillo@customs.gov.ph](mailto:victoria.arandillo@customs.gov.ph)
- 4) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 5) All pages shall be signed or initialed by the bidder's authorized signatory.
- 6) Bidders shall provide correct and accurate information required in this form.
- 7) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 9) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 10) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 12) Item/s delivered shall be inspected on the scheduled date and time of the BOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.



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- 13) Liquidated damages equivalent to one-tenth of one percent (0.10%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BOC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14) The scanned actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. Provided, that original documents not using digital signatures shall be transmitted during contract execution. However, text-typing the name of the bidder and/or the words "SGD. or ORIGINAL SIGNED" and the like without distinctive features are NOT ACCEPTABLE.
- 15) The BOC assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
- 16) The BOC reserves the right to reject the Quotations/Proposals or not award the contract and makes no assurance that a Contract shall be entered into as a result of this request.
- 17) The BOC may suspend the conduct of procurement activities adversely affected or interrupted by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions at any time during the existence of such calamity, or quarantine or similar restrictions, and when it has assessed or determined that: (a) No Supplier will be able to submit a quotation/proposal or comply with the requirements of the procurement rules due to the limitations resulting from the declaration of a State of Calamity, or implementation of a community quarantine or similar restrictions; or (b) Conduct of procurement activities cannot be undertaken without endangering the health and welfare of its personnel despite the work from home or other alternative work arrangements.
- 18) The BOC may cancel or terminate the conduct of procurement activities, for any justifiable reason, such as but not limited to: (a) physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the end-user unit; (b) project is no longer necessary as determined by the end-user unit; (c) source of funds for the project has been withheld or reduced through no fault of the BOC; or (d) brought about by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions (Sec. 35.6 of the 2016 Revised IRR).
- 19) The BOC may declare failure of bidding/procurement based on its assessment and review of all its planned and ongoing procurement pursuant to Section 1 of GPPB Resolution No. 09-2020.
- 20) The BOC aims to ensure that only vendors/suppliers with known experience and proven capability on the requirements of the particular contract should continue to participate in BOC procurement. Hence, in line with Section 9(e) of the 2016 Revised IRR of R.A. No. 9184, the BOC evaluates the performance of suppliers/vendors by rating the supplier's responsiveness to BOC specifications/Terms of Reference, Quality Of Products/Services Provided, Delivery Time Of Products/Services, Quantity Of Products/Services And Post Delivery Activities.