



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Supply and Delivery of White Mailing Envelopes with Letterhead", 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 White Mailing Envelopes with Letterhead  
Location : General Services Division  
Approved Budget for the Contract: One Hundred Thousand Pesos (Php100,000.00)  
-inclusive of tax

Specifications :

QTY.	DESCRIPTION
	<b>WHITE MAILING ENVELOPES WITH LETTERHEAD</b>
	<ul style="list-style-type: none"><li>Commercial style flats and diagonal reams</li></ul>
12,500 pcs	<ul style="list-style-type: none"><li>Long-White #10</li></ul>
12,500 pcs	<ul style="list-style-type: none"><li>Short-White #6 <sup>3</sup>/<sub>4</sub></li></ul>
12,500 pcs	<ul style="list-style-type: none"><li>Short with window (standard window size and position)</li></ul>
12,500 pcs	<ul style="list-style-type: none"><li>Long with window (standard window size and position)</li></ul>

Delivery Term: Twenty Five (25) days from signing of PO

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before September 26, 2016, 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. 527-9757 or email us at bocbacsecretariat2014@gmail.com

Very truly yours,

  
**ATTY. ARTURO M. LACHICA, CESO II**  
Deputy Commissioner  
Internal Administration Group 



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.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	<b>WHITE MAILING ENVELOPES WITH LETTERHEAD</b> <ul style="list-style-type: none"><li>Commercial style flats and diagonal reams</li></ul>		
12,500 pcs	<ul style="list-style-type: none"><li>Long-White #10</li></ul>		
12,500 pcs	<ul style="list-style-type: none"><li>Short-White #6 ¾</li></ul>		
12,500 pcs	<ul style="list-style-type: none"><li>Short with window (standard window size and position)</li></ul>		
12,500 pcs	<ul style="list-style-type: none"><li>Long with window (standard window size and position)</li></ul>		

Warranty : \_\_\_\_ months from the date of delivery

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

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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