



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Collection District VII
Sub-port of Mactan



REQUEST FOR QUOTATION

NO: QTN-2018-011-022

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **Customized Cabinets and Working Tables** at the new MCIA Terminal 2 Customs Office, 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	CUSTOMIZED CABINETS AND WORKING TABLES
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015 (MCIA TERMINAL 2)
Approved Budget	Php 200,000.00
Mode of Procurement	SMALL VALUE PROCUREMENT

Delivery Term:

The terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. All items must be delivered at the Bureau of Customs Sub-port of Mactan, TERMINAL 2. Please indicate delivery charge, if any.
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. The term of payment is through check payment, subject to withholding and final taxes (BIR Form 2306 & 2307).
9. 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 any clarification, please contact **MS. VICTORIA C. ARANDILLO**, Customs Operations Officer I and Concurrent Acting Accountant at (032) 354-7417, (032) 340-4197.

Thank you very much.

Very truly yours,


FRANCES MARGARET QUITCO
Chief, Administrative Section

(Date)

The Administration Office

Bureau of Customs
Sub-port of Mactan

SIR/MADAM:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	SET	Pantry Cabinets		
1	SET	Counter Top		
1	SET	Storage Cabinet (serves also as divider)		
1	SET	Cabinet (can be used as TV Rack)		
1	SET	Working Table (4 connected tables)		

Total amount in words: _____

Warranty: _____ months from the date of delivery.

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

Very truly yours,

Name and Signature

Position

Name of Business Establishment: _____

Address: _____

Contact No: _____

In addition, we are sending the following as attachments:

- a. Latest and Valid Mayor's Business Permit (Year 2018)
- b. Latest and Valid PHILGEPS Certificate
- c. Copy of Department of Trade and Industry Certificate (for sole proprietorship), or Securities and Exchange Commission Certificate (for corporation or partnership) or Cooperative Development Authority (for cooperatives)
- d. Latest Tax Clearance or Income Tax Return with "Stamped Received" by the Bureau of Internal Revenue.