



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 the Refilling of Fire Extinguishers, 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 : Refilling of Fire Extinguishers  
Location : OCOM Bldg., South Harbor Gate 3, Port Area, Manila  
Approved Budget for the Contract: Twenty Seven Thousand Pesos (P 27,000.00) inclusive of tax

Specification :

Quantity	Unit	PARTICULARS
9	set	Refill of fire extinguisher – Dry chemical (10 lbs. Capacity, ABC type)
7	set	Refill of fire extinguisher – Dry chemical (20 lbs. Capacity, ABC type)

Delivery term : Fifteen (15) calendar days upon signing of Purchase Order

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

Submission of quotation and eligibility documents is on or before September 11, 2014, 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 initialled 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. 527-4519.

Very truly yours,

**DIMPNA O. LEJOS**

OIC-Director, Administration Office

Annex "A"

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

The Director, Administration Office  
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:

Quantity	Unit	PARTICULARS	Unit Price	Total Price
9	set	Refill of fire extinguisher – Dry chemical (10 lbs. Capacity, ABC type)		
7	set	Refill of fire extinguisher – Dry chemical (20 lbs. Capacity, ABC type)		
		<b>TOTAL</b>		

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)