



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

BOCSOM-F-PP-002 REV.0 2021

REQUEST FOR QUOTATION

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for **“OFFICE SUPPLIES FTP JULY TO SEPTEMBER 2021”** at the SUB-PORT OF MACTAN, 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 FTP JULY TO SEPTEMBER 2021”
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-Lapu City 6015
Approved Budget	ONE HUNDRED SIXTY-TWO THOUSAND THREE HUNDRED SEVENTY-FIVE PESOS ONLY (Php162,375.00)
Specification/Description	See Annex A

Interested suppliers are required to submit copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex “A”). Submission may be done, manually or electronically thru victoria.arandillo@customs.gov.ph and francesmargaret.quitco@customs.gov.ph. The approved budget is inclusive of applicable taxes.

Submission of quotation and eligibility documents is on or before **June 16, 2021, 11:00 a.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-354-7417.

Very truly yours,

FRANCES MARGARET QUITCO
Chief, Administrative Section

MCIA Cargo Access Road, Ibo, Lapu-Lapu City, Cebu
Tel: (032) 340-4196 - Collector's Office
Tel: 09173228874 / (032) 354-7417 - Accounting
Email: Arandillov@customs.gov.ph / p07b.customsph@gmail.com

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Annex "A"

PRICE QUOTATION FORM

(Date)

The Administration Office
Bureau of Customs
Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **OFFICE SUPPLIES FTP JULY TO SEPTEMBER 2021**:

QTY	UOM	Item Description	Unit Price	Amount
150	piece	Ballpen (Blue)		
150	ream	Copy Paper (A4), 70gsm		
20	ream	Copy Paper (Legal), 70gsm		
50	piece	Correction Tape		
500	piece	Folder (Legal)- White		
2	box	Pencil (Mongol No.2) - 12pcs/box		
20	roll	Scotch Tape (1")- 25.4mm		
50	piece	Sign pen (Black) 0.5mm		
50	piece	Sign pen (Blue) 0.5mm		
20	piece	Stamp Ink (Black) - 28ml		
20	piece	Stamp Ink (Violet) - 28ml		
30	gallon	Alcohol (Gallon)		
30	can	Disinfectant Spray 500ml		
45	can	Multi-Insect Killer with Citronella Oil 500ml		
20	piece	Long 3 inches Lever Arch File Folder with Ring Binder and Metal Finger Pull New Blue		
3	cartridge	TN-451 BLACK for L8360CDW		
3	cartridge	TN-451 CYAN for L8360CDW		
3	cartridge	TN451 YELLOW for L8360CDW		
3	cartridge	TN451 RED for L8360CDW		

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24	kilo	Detergent Power		
48	gallon	Toilet Bowl & Tile Cleaner with Muriatic Content - 1 Gallon (4L) 100% Dilutable		

Total amount in words:

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

Very truly yours,

Name/Signature of Representative
(Duly authorized to sign the Bid)

Business Address

Name of Company
Address

Telephone/Fax No/Email

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