

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Supply and Delivery of Office Supplies for 1st Quarter" 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 for 1st Quarter

Location:

General Services Division, OCOM Building, Gate 3,

South Harbor, Port Area, Manila

Approved Budget for

the Contract:

Nine Hundred Thirty-Nine Thousand Three Hundred Seventy-Five Pesos (Php939,375.00) - inclusive of tax

Specifications:

1LOT

QTY.	Unit	DESCRIPTION			
200	Box	Clip Back fold, 19mm			
200	Вох	Clip Back fold, 25mm			
200	Вох	Clip Back fold, 32mm			
200	Вох	Clip Back fold, 50mm			
300	Piece	3M Post-it Flag Sign Here 25x43mm (50's			
200	Piece	Correction Tape 5mm x 8m			
500	Pack	Envelope, Documentary, Legal (10's)			
3,000	Piece	File Folder with Tab, Legal			
250	Set	File Tab Divider, Legal			
250	Set	File Tab Divider, A4			
2,000	Piece	Folder, Pressboard, Legal			
200	Вох	Paper Clip 33mm			
200	Box	Paper Clip, 50mm			



MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

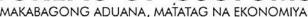
200	Pad	Note pad 2x3		
200	Pad	Note pad 3x3		
200	Pad	Note pad 3x4		
200	Piece	Marker, Fluorescent		
100	Piece	Staple wire, standard		
50	Piece	Stapler, standard		
200	Roll	Tape, Packaging width: 48mm		
200	Roll	Tape transparent, width: 48mm		
1,000	Ream	Paper, Multicopy, 80gsm, A4		
50	Book	Record Book, 300 pages		
50	Book	Record Book, 500 pages		
850	Piece	Sign Pen, Black Liquid/Gel Ink, 0.5mm		
850	Piece	Sign Pen, Blue Liquid/Gel Ink, 0.5mm		
200	Roll	Tape, Transparent, width: 24mm		
25	Cart	Toner Cart, HP CB435A (HP35A) Black		
25	Cart	Toner Cart, HP CE285A (HP85A) Black		
10	Cart	Ink Cart, HP F6V26AA (HP680) Tricolor		
10	Cart	Ink Cart, HP F6V27AA (HP680) Black		

Delivery Term/Duration: 10 calendar days

Deduction of Retention Money 1-5% Contract Amount

Interested suppliers are required to submit hard 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"). All must be properly sealed.







PROFESSIONALISM

INTEGRIT

YTIJIBATHUOO

Submission of quotation and eligibility documents is on or before **February 26, 2021** 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.

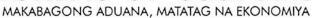
The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

RAQUEL G. DE JESUS

Acting Chief, General Services Division





Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee **Bureau of Customs** Port Area, Manila

Project Title: Supply and Delivery of Office Supplies for 1st Quarter

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:

11 OT

OTY	LINITT	DECORIDATION	LINITT	TOTAL
QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
200	Box	Clip Back fold, 19mm		
200	Box	Clip Back fold, 25mm		
200	Box	Clip Back fold, 32mm		
200	Box	Clip Back fold, 50mm		
300	Piece	3M Post-it Flag Sign Here 25x43mm (50's)		
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500	Pack	Envelope, Documentary, Legal (10's)		
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200	Piece	Marker, Fluorescent	
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10	Cart	Ink Cart, HP F6V26AA (HP680) Tricolor	
10	Cart	Ink Cart, HP F6V27AA (HP680) Black	

Delivery Term/Duration: 10 calendar days

Total amount in words:

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

Very truly yours,

Name/ Signature of Representative



BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



OFESSIONALISM INTEGRITY A

Name of Company							
Mayor's Permit No	_						
PhilGEPS Registration No.							
(Please submit the photocopies quotation)	of	the	above	documents	upon	submission	of