



# BUREAU OF CUSTOMS

Professionalism Integrity Accountability



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Small Value Procurement for the **Supply, Delivery and Installation of Acrylic Office Signages and Logo** 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, Delivery and Installation of Acrylic Office Signages and Logo**

Location: **Port of Manila, Bureau of Customs, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **EIGHTY THOUSAND PESOS ONLY (P80,000.00), inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Set	<b>Bureau of Customs Logo</b> - 2 pcs. 1/4:" Clear Round Shaped Acrylic Signage with Bureau of Customs Logo in Sticker - 90 inches diameter	1
Piece	<b>Office Signages</b> - Acrylic Signages - 11.6"X5" - Gold Letters in Green Background	32

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI / SEC Registration (For partnerships / corporations, General Information Sheet & Articles of Incorporation shall also be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Omnibus Sworn Statement, Latest Income / Business Tax return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **November 13, 2020 (10:00 AM)**, manually at the Supply Unit, Administrative Division, Ground Floor POM Prefab Building, Port Area Manila.

Award of contract shall be awarded to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Bureau of Customs – Port of Manila  
South Harbor, Gate 3, Port Area, Manila 1099  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [pom.odc@customs.gov.ph](mailto:pom.odc@customs.gov.ph)

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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 09178629765 or email us at [tuazona@customs.gov.ph](mailto:tuazona@customs.gov.ph).

Very truly yours,

*Atty Sebastian*  
**ATTY. MA. LIZA T. SEBASTIAN**  
Chairperson  
Bids and Awards Committee  
Port of Manila

Bureau of Customs – Port of Manila  
South Harbor, Gate 3, Port Area, Manila 1099  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [pom.odc@customs.gov.ph](mailto:pom.odc@customs.gov.ph)

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(Annex "A")

## PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS  
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Unit	Description	Quantity	Unit Price	Total Price

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

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90 inches Diameter

OFFICE OF THE  
DISTRICT  
COLLECTOR