



# BUREAU OF CUSTOMS

Professionalism Integrity Accountability



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **Courier Service**, 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 : **Courier Service**  
Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City and  
Kalibo International Airport, Kalibo, Aklan  
Approved Budget for the Contract: Ninety thousand three hundred one pesos only  
(inclusive of tax)  
Contract Period : November 2020 to November 2021

Specifications:

ITEM/DESCRIPTION		
<b>A. Regular Courier Service</b>		
Area of Distribution	Letter Envelope	Large Envelope
	Quantity* (in units)	Quantity* (in units)
NCR	600	360
Luzon	120	
Visayas	120	
Mindanao	60	
<b>TOTAL</b>	<b>900</b>	<b>360</b>
<b>B. Other Packages (Pouch) Optional or Need Basis</b>		
Area of Distribution	1 kg (Pouch)	> 1 to 3 kgs (Pouch)
	Quantity* (in units)	Quantity* (in units)
Visayas	10	10
<b>TOTAL</b>	<b>10</b>	<b>10</b>

*Note: \*Specified quantities are indicative numbers and for quotation purposes only.*

Interested suppliers are required to submit their valid and current Mayor's Permit, BIR Certificate of Registration, PHILGEPS Registration Certificate, and duly signed Price Quotation Form (Annex "A") and Schedule of Requirements.

Submission of quotation and eligibility documents is on or before **October 26, 2020 10:00 a.m.**, at Collector's Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

Muelle Loney Street, Iloilo City 5000  
Tel. Nos (033)-337-5830, (033)-335-0998  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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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. (033) 335-0998/337-2684 or email us at [portofilolo@yahoo.com.ph](mailto:portofilolo@yahoo.com.ph) or [susherrie.farren@customs.gov.ph](mailto:susherrie.farren@customs.gov.ph).

Very truly yours,

**MA. LOURDES G. DEVEZA**

AO IV/Acting Chief- Administrative Division

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Annex "A"

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date  
The Bids and Awards Committee  
Bureau of Customs  
Port of Iloilo

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:

ITEM/DESCRIPTION					
<b>A. Regular Courier Service</b>					
Area of Distribution	Letter Envelope		Large Envelope		Total Cost (Inclusive of VAT)
	Quantity* (in units)	Unit Cost (Inclusive of VAT)	Quantity* (in units)	Unit Cost (Inclusive of VAT)	
NCR	600		360		
Luzon	120				
Visayas	120				
Mindanao	60				
Sub-total (Inclusive of VAT)	900		360		
<b>B. Other Packages (Pouch) Optional or Need Basis</b>					
Area of Distribution	1 kg (Pouch)		> 1 to 3 kgs (Pouch)		Total Cost (Inclusive of VAT)
	Quantity* (in units)	Unit Cost (Inclusive of VAT)	Quantity* (in units)	Unit Cost (Inclusive of VAT)	
Visayas	10		10		
Sub-total (Inclusive of VAT)	10		10		

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<b>A. Regular Courier Service Sub-Total (Inclusive of VAT)</b>	
<b>B. Other Packages (Pouch) Sub-Total (Inclusive of VAT)</b>	
<b>Total (Inclusive of VAT)</b>	

*Note: \*Specified quantities are indicative numbers and for quotation purposes only.*

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)

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## SCHEDULE OF REQUIREMENTS

### BOC- ILOILO Annual Requirements

ITEM/DESCRIPTION			
<b>A. Regular Courier Service</b>			
Area of Distribution	Letter Envelope	Large Envelope	Delivery Date**
	Quantity* (in units)	Quantity* (in units)	
NCR	600	360	To be delivered within 24 hours upon receipt of the documents from BOC-Collector's Office and KIA Office; daily pick-up time is 4:00 p.m. and upon request for urgent mail service.
Luzon	120		To be delivered within two (2) working days upon receipt of the documents from BOC-Collector's Office and KIA Office; daily pick-up time is 4:00 p.m. and upon request for urgent mail service.
Visayas	120		
Mindanao	60		
<b>TOTAL</b>	<b>900</b>	<b>360</b>	
<b>B. Other Packages (Pouch) Optional or Need Basis</b>			
Area of Distribution	1 kg (Pouch)	> 1 to 3 kgs (Pouch)	
	Quantity* (in units)	Quantity* (in units)	

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Visayas	10	10	To be delivered within two (2) working days upon receipt of the documents from BOC-Collector's Office and KIA Office; daily pick-up time is 4:00 p.m. and upon request for urgent mail service.
<b>TOTAL</b>	<b>10</b>	<b>10</b>	

*Notes:*

- \*Specified quantities are indicative numbers and for quotation purposes only.*
- \*\*During implementation, the delivery schedule is subject to change based on mutual agreement by the parties.*

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

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