



**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 (Php90,301.00) inclusive of tax  
 Contract Period : January 2021 to December 2021

Specifications:

<b>ITEM/DESCRIPTION</b>		
<b>A. Regular Courier Service</b>		
<b>Area of Distribution</b>	<b>Letter Envelope</b>	<b>Large Envelope</b>
	Quantity* (in units)	Quantity* (in units)
NCR	360	132
Luzon	90	
Visayas	90	
Mindanao	36	
<b>TOTAL</b>	<b>576</b>	<b>132</b>
<b>B. Other Packages (Pouch) Optional or Need Basis</b>		
<b>Area of Distribution</b>	<b>1 kg (Pouch)</b>	<b>&gt; 1 to 3 kgs (Pouch)</b>
	Quantity* (in units)	Quantity* (in units)
Visayas	7	7
<b>TOTAL</b>	<b>7</b>	<b>7</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 **May 24, 2021, 5:00 p.m.**, at Collector's Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

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.

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Muelle Loney Street, Iloilo City 5000  
 (033) 335-0998, (033) 337-5830|www.customs.gov.ph|portofiloilo@yahoo.com.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 Telefax no. (033) 335-0998/337-2684 or email us at [portofiloilo@yahoo.com.ph](mailto:portofiloilo@yahoo.com.ph) or [canalesl@customs.gov.ph](mailto:canalesl@customs.gov.ph).

Very truly yours,

For the Acting Chief, Administrative Division

  
**JOCELYN H. DOFITAS**

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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					
A. Regular Courier Service					
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	360		132		
Luzon	90				
Visayas	90				
Mindanao	36				
Sub-total (Inclusive of VAT)	576		132		
B. Other Packages (Pouch) Optional or Need Basis					
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	7		7		
Sub-total (Inclusive of VAT)	7		7		

<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.

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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	360	132	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	90		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	90		
Mindanao	36		
<b>TOTAL</b>	<b>576</b>	<b>132</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	7	7	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>7</b>	<b>7</b>	

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*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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