ROFESSIONALISM

ACCOUNTABILITY

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 2ND 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 2nd

Quarter

Location:

General Services Division, OCOM Building, Gate 3,

South Harbor, Port Area, Manila

Approved Budget for

the Contract:

Nine Hundred Eighty-One Thousand and Sixty-Six

Pesos (PHP 981,066.00) - inclusive of tax

Specifications:

1LOT

QTY.	Unit	DESCRIPTION	
100	Pack	Battery AA (4's)	
100	Pack	Battery AAA (4's)	
1000	Ream	Bond Paper, Multi-Copy, A4, 80GSM	
1000	Ream	Bond Paper, Multi-Copy, Legal, 80GSM	
200	Pack	Sign Here Flags 25x43MM (50's)	
200	Piece	Correction Tape 5mm x 8m	
5000	Piece	Envelope, Documentary, Legal	
100	Вох	Fastener, Metal 70MM	
2000	Piece	File Folder, A4	
2000	Piece	File Folder, Legal	
200	Piece	Presentation Folder (Transparent Front Cover), A4	
200	Piece	Presentation Folder (Transparent Front Cover), Legal	
100	Piece	Flash Drive 8GB	



BUREAU OF CUSTOMS



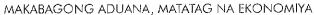


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5	Piece	Portable Hard Drive 4TB	
2000	Piece	Folder Pressboard, Legal	
1000	Piece	Pencil with Eraser #2	
50	Piece	Pencil Sharpener, 9-10MM	
100	Pack	Photo Paper A4 230GSM High Gloss	
100	Book	Record Book, 300 Pages	
100	Book	Record Book, 500 Pages	
100	Вох	Rubber Band, 70MM (#18)	
100	Pair	Scissors, Symmetrical, Length: 70MM	
100	Bottle	Stamp Pad Ink (Purple)	
100	Piece	Stapler, Standard	
100	Box	Staple Wire, Standard	
100	Piece	Staple Wire Remover (Metal), Plier Type	
150	Roll	Tape, Masking, 24MM	
150	Roll	Tape, Masking, 48MM	
150	Roll	Tape Transparent, 24MM	
150	Roll	Tape Transparent, 48MM	
150	Roll	Tape Packaging, 48MM	
50	Unit	Calculator, 12 Digits	
200	Piece	Storage Box, Hard Bound	

Delivery Term/Duration: 10 calendar days Subject to Retention Money 1-5% Contract Amount



BUREAU OF CUSTOMS





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.

Submission of guotation and eligibility documents is on or before May 10, 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,

L G. DE JESUS

Acting Chief, General Services Division

BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

GRITY ACCOUNTABIL

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 2nd 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:

1LOT

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
100	Pack	Battery AA (4's)		
100	Pack	Battery AAA (4's)		
1000	Ream	Bond Paper, Multi-Copy, A4, 80GSM		
1000	Ream	Bond Paper, Multi-Copy, Legal, 80GSM		
200	Pack	Sign Here Flags 25x43MM (50's)		
200	Piece	Correction Tape 5mm x 8m		
5000	Piece	Envelope, Documentary, Legal		. , .,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
100	Вох	Fastener, Metal 70MM		
2000	Piece	File Folder, A4		
2000	Piece	File Folder, Legal		
200	Piece	Presentation Folder (Transparent Front Cover), A4		
200	Piece	Presentation Folder (Transparent Front Cover), Legal		
100	Piece	Flash Drive 8GB		, , , , , , , , , , , , , , , , , , , ,



BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



SM INTEGRITY

5	Piece	Portable Hard Drive 4TB	
2000	Piece	Folder Pressboard, Legal	
1000	Piece	Pencil with Eraser #2	
50	Piece	Pencil Sharpener, 9-10MM	
100	Pack	Photo Paper A4 230GSM High Gloss	
100	Book	Record Book, 300 Pages	
100	Book	Record Book, 500 Pages	
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100	Bottle	Stamp Pad Ink (Purple)	
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150	Roll	Tape Packaging, 48MM	
50	Unit	Calculator, 12 Digits	
200	Piece	Storage Box, Hard Bound	
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Delivery Term/Duration: 10 calendar days Subject to Retention Money 1-5% Contract Amount



BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

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 a quotation)	above documents upon submission of								