



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

May 3, 2022

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through Port of Manila will undertake a Small Value Procurement for the **Supply and Delivery of Office Furniture**, 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 Furniture**
Location : **Supply Unit, Administrative Division, Port of Manila, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **THREE HUNDRED FIFTY-THREE THOUSAND FIVE HUNDRED PESOS ONLY (353,500.00)**

Specifications :

QTY.	UNIT	DESCRIPTION
10	Unit	Lateral Filing Cabinet <ul style="list-style-type: none"> - 3 LAYER LATERAL FILING CABINET - COLOR: Dark Grey or Beige - SIZE: 90W X 45D X 106H CM - With anti-titled lock - With steel handle lock - hanging A4,FC,letter and legal size file
10	Unit	Vertical Filing Cabinet <ul style="list-style-type: none"> - 4 Drawers Vertical Filing Cabinet - Gauge 22 - Light Gray - Locking Mechanism: Centralized Lock and Self-Locking Mechanism - Size: H138 X D62 X W46 Cm - Quality Cold Rolled Steel
10	Unit	Clerical Chair <ul style="list-style-type: none"> - Mesh Chair - Material: Mesh, Chrome Base - Color: Black
5	Unit	Executive Chair <ul style="list-style-type: none"> - Leatherette Material - Wooden Armrest - Chrome Leg - Black
2	Unit	5 Layer Boltless Steel File Rack <ul style="list-style-type: none"> - 5 layer - All steel - 72"HX48"WX16"D - Adjustable Shelves - Gray finish

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 &

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South Harbor, Gate 3, Port Area, Manila 1099

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Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, 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 **May 10, 2022** 10:00 a.m., at Supply Unit, Administrative Division, Ground Floor, POM Prefab Building, Bureau of Customs, 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 09178629765 or email us at tuazona@customs.gov.ph.

Very truly yours,


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



(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:

Item	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