



BUREAU OF CUSTOMS-SUB-PORT OF MACTAN

REQUEST FOR QUOTATION



FORM NO. BOCCebSOM-F-PP-002

EFFECTIVE DATE: August 1, 2023

VERSION: 1

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1. The Bureau of Customs Sub-port of Mactan requests the submission of quotations/proposals as detailed in **Annex 1** for the following:

Name of the Requirement/Brief Description	:	SUPPLY AND DELIVERY OF OFFICE AND CLEANING SUPPLIES
Approved Budget for the Contract (ABC)	:	Php 255,460.00 (inclusive of all applicable taxes and other charges)
Completion Period	:	Within sixty (60) days after receipt of PO
Reference	:	2023-014MTN
Mode of Procurement	:	Section 53.9 (Negotiated Procurement – Small Value Procurement) 2016 Revised IRR of R.A. No. 9184

2. All particulars and activities relative to Eligibility of Suppliers, Evaluation of Quotations/Proposals, Validation, and Award of Contract shall be governed by 2016 Revised Implementing Rules and Regulations of Republic Act No. 98184.

Activity	Schedule ¹	Details
a. Deadline of submission of Quotations/Proposals	September 30 , 2023; 11:00 A.M. Late bids shall not be accepted	<ul style="list-style-type: none"> Online or electronic submission to e-mails: jennifer.duyogan@customs.gov.ph victoria.arandillo@customs.gov.ph OR Physical submission of hard copy at the Procurement Section/Accounting Section, Bureau of Customs, Sub-port of Mactan

3. Please take note of the following requirements and conditions pertaining to the Printers:

Project Site	:	Bureau of Customs, Sub-port of Mactan
Exact Address of Site	:	MCIA, Lapu-Lapu City
Period of Validity of Quotes	:	45 Days starting from the deadline of quotation submission In exception circumstances, BOC may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation (Sec 28.2).
Partial Quotes	:	Not permitted
Payment Terms / Condition on the Release of Payment	:	Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and

¹ In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day.



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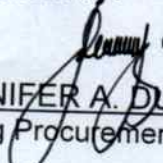
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		issuance of Inspection and Acceptance report BOC. Payment shall be made thru issuance of LBP Check.
Evaluation Criteria	:	<ul style="list-style-type: none"> ⊗ Technical responsiveness/Full compliance to the minimum qualification requirement and bill of quantity and lowest price². ⊗ Full acceptance of the PO/Contract/General Terms and Conditions
Documents to be submitted	:	<ol style="list-style-type: none"> 1. Duly Accomplished Form as provided in Annex 2, and in accordance with bill of quantities in Annex 1; 2. Mayor's or Business Permit³ 3. Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)⁴ 4. PHILGEPS Registration Certificate (Platinum) 5. For individuals engaged under 53.9 of the 2016 revised IRR, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit
Annexes to this RFQ	:	<ul style="list-style-type: none"> • Bill of Quantities and specifications (Annex 1) • Form for Submission of Quotation (Annex 2) • Instructions • General Conditions of Contract for Services

Prepared by:


JENNIFER A. DUYOGAN
 Acting Procurement Officer

Approved by:


FRANCES MARGARET QUITCO
 Chief, Administrative Section

² BOC reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision

³ In case not yet available, you may submit your expired Mayor's or Business Permit with the Official Receipt of renewal application. However, the new Mayor's or Business Permit shall be required to be submitted **after award of contract but before payment**

⁴ If unable to have the document notarized, you may submit a signed **unnotarized Omnibus Sworn Statement** (in the prescribed template), subject to compliance therewith **after award of contract but before payment**.



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Annex 1Technical Specifications

Minimum Required Technical Specification			Bidder's Offered Technical Specification and Statement
Qty	UoM	Item Description	
10	Pad	Battery (AAA)- 4-pc per Pad	
10	Pad	Battery (AA) - 4-pc per Pad	
5	Piece	Calculator - 14 digits, desktop type, Solar powered when light is sufficient, battery powered when light is insufficient	
60	Ream	Copy Paper A4, substance 20, 500 sheets/ream	
100	Ream	Copy Paper (Legal), substance 20, 500 sheets/ream	
50	Ream	Copy Paper (Letter), substance 20, 500 sheets/ream	
50	Piece	Correction Tape Refillable Correction Tape	
25	Piece	Desktop Ball-pen With Coil Cord, Black	
20	Box	Double Binder Clip, 12 pieces, 2 inches	
15	Piece	Double Sided Tape, 2.5 × 15 × 15 cm, heavy duty	
25	Piece	Enveloped Expandable Short	
5	Pack	Enveloped Legal, 100 pcs per Pack	
50	Piece	Expanding Envelope W/ Garter, Legal, Kraft	
3	Piece	Extension Cord Set with Line/Noise Filter (Push to Reset, With Individual ON/Off Neon Switch, 6 outlets, with Breaker, with Voltage Surge Protector, 5 Meters, Maximum Capacity 2500W, 3 Two-Prong Outlets, 3 Three-Prong Outlets with Grounding, 90% Degrees Outlet)	
10	Box	Fastener Plastic 70mm	
100	Piece	Folder Legal, White, 14pts	
3	Pack	Laminating Film, A4, 125microns, 100 sheets per pack	



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2	Pack	Laminating Film, Long, 125microns, 100 sheets per pack	
2	Pack	Laminating Film, Short, 125microns, 100 sheets per pack	
2	Box	Red Crayola Washable Markers, broad, 12ct (spec for xip)	
20	Piece	Marker Permanent (Regular)	
30	Box	Max Staple Wire No. 35, Max HD-50 Standard Stapler, each box contains 5000 staples wires	
4	Piece	Philippine Flag Nylon (3x6ft)	
30	Piece	Pressboard Folder, US, Green, Long	
10	Box	Rubber Band, Big#18, 350 Gms	
40	Piece	Sign/Gel Pen (Black), 0.5mm	
40	Piece	Sign/Gel Pen (Blue), 0.5mm	
20	Pad	Stick Notes, 2x3inches, Yellow, 100pcs per Pad	
20	Pad	Stick Notes, 3x3inches, Yellow, 100pcs per Pad	
10	Piece	USB Flash Drive- 64gb	
20	Box	Vinyl Paper Clip, 33mm	
20	Box	Vinyl Paper Clip, Jumbo	
7	Box	White Mailing Enveloped Long, 500pcs	
10	Piece	Whiteboard Marker 2 x 2 x 15 cm, Black	
10	Piece	Whiteboard Marker 2 x 2 x 15 cm, Blue	
10	Piece	Wireless Mouse, Bluetooth	
5	Bottle	Hp Gt52-Cyan	
5	Bottle	Hp Gt52-Yellow	
5	Bottle	Hp Gt53-Black	
5	Bottle	Hp Gt52-Magenta	
9	Bottle	Epson 001-Cyan	
9	Bottle	Epson 001-Yellow	
9	Bottle	Epson 001-Magenta	
9	Bottle	Epson 001-Black	
2	Cartridge	Brother Tn451-Cyan	
2	Cartridge	Brother Tn451-Yellow	
2	Cartridge	Brother Tn451-Magenta	
2	Cartridge	Brother Tn451-Black	
34	Can	Insect Killer Spray, 600ml per Canister	
34	Can	Disinfectant Spray 510g per Canister	



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17	Can	Air Freshener 510g per Canister	
22	Gallon	Rubbing Alcohol - Isopropyl	
15	Gallon	Toilet Bowl Cleaner	
15	Gallon	Liquid Cleaning Deodorizer/Freshener	
15	Gallon	Handsoap	
20	Pack/Roll	Garbage Bag, XXL, 18.5 +18.5 x40x.001, 50's per pack	
75	Piece	Albatros 50g	
5	Piece	Brush (Toilet Bowl W/Handle and Holder)	
10	Sack	Detergent Powder - 10 kilo per Sack	

Please submit the specification of generator proposed including product brochure or catalog.

Signature over Printed Name of Supplier's Authorized Representative (Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)	:	
Designation	:	
COMPANY	:	
Company Address	:	
Date	:	
Telephone Number	:	
E-mail Address	:	
Mobile Number	:	



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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

We, the undersigned, hereby accept in full the BOC General Terms and Conditions, and hereby offer to provide the items listed below in conformity with the technical specifications, requirements, and conditions of BOC as per RFQ Reference No. 2023-014MTN.

PROCUREMENT OF OFFICE AND CLEANING SUPPLIES				
UoM	Total Quantity	Description	Unit Price	Total Price
10	Pad	Battery (AAA)- 4-pc per Pad		
10	Pad	Battery (AA) - 4-pc per Pad		
5	Piece	Calculator - 14 digits, desktop type, Solar powered when light is enough, battery powered when light is insufficient		
60	Ream	Copy Paper A4, substance 20, 500 sheets/ream		
100	Ream	Copy Paper (Legal), substance 20, 500 sheets/ream		
50	Ream	Copy Paper (Letter), substance 20, 500 sheets/ream		
50	Piece	Correction Tape Refillable Correction Tape		
25	Piece	Desktop Ball-pen With Coil Cord, Black		
20	Box	Double Binder Clip, 12 pieces, 2 inches		
15	Piece	Double Sided Tape, 2.5 × 15 × 15 cm, heavy duty		
25	Piece	Enveloped Expandable Short		
5	Pack	Enveloped Legal, 100 pcs per Pack		
50	Piece	Expanding Envelope W/ Garter, Legal, Kraft		
3	Piece	Extension Cord Set with Line/Noise Filter (Push to Reset, With Individual ON/Off Neon Switch, 6 outlets, with Breaker, with Voltage Surge Protector, 5 Meters, Maximum Capacity 2500W, 3 Two-Prong Outlets, 3 Three-Prong Outlets with Grounding, 90% Degrees Outlet)		
10	Box	Fastener Plastic 70mm		



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100	Piece	Folder Legal, White, 14pts		
3	Pack	Laminating Film, A4, 125microns, 100 sheets per pack		
2	Pack	Laminating Film, Long, 125microns, 100 sheets per pack		
2	Pack	Laminating Film, Short, 125microns, 100 sheets per pack		
2	Box	Red Crayola Washable Markers, broad, 12ct (spec for xip)		
20	Piece	Marker Permanent (Regular)		
30	Box	Max Staple Wire No. 35, Max HD-50 Standard Stapler, each box contains 5000 staples wires		
4	Piece	Philippine Flag Nylon (3x6ft)		
30	Piece	Pressboard Folder, US, Green, Long		
10	Box	Rubber Band, Big#18, 350 Grams		
40	Piece	Sign/Gel Pen (Black), 0.5mm		
40	Piece	Sign/Gel Pen (Blue), 0.5mm		
20	Pad	Stick Notes, 2x3inches, Yellow, 100pcs per Pad		
20	Pad	Stick Notes, 3x3inches, Yellow, 100pcs per Pad		
10	Piece	USB Flash Drive- 64gb		
20	Box	Vinyl Paper Clip, 33mm		
20	Box	Vinyl Paper Clip, Jumbo		
7	Box	White Mailing Enveloped Long, 500pcs per box		
10	Piece	Whiteboard Marker 2 × 2 × 15 cm, Black		
10	Piece	Whiteboard Marker 2 × 2 × 15 cm, Blue		
10	Piece	Wireless Mouse, Bluetooth		
5	Bottle	Hp Gt52-Cyan		
5	Bottle	Hp Gt52-Yellow		
5	Bottle	Hp Gt53-Black		
5	Bottle	Hp Gt52-Magenta		
9	Bottle	Epson 001-Cyan		
9	Bottle	Epson 001-Yellow		



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9	Bottle	Epson 001-Magenta		
9	Bottle	Epson 001-Black		
2	Cartridge	Brother Tn451-Cyan		
2	Cartridge	Brother Tn451-Yellow		
2	Cartridge	Brother Tn451-Magenta		
2	Cartridge	Brother Tn451-Black		
34	Can	Insect Killer Spray, 600ml per Canister		
34	Can	Disinfectant Spray 510g per Canister		
17	Can	Air Freshener 510g per Canister		
22	Gallon	Rubbing Alcohol - Isopropyl		
15	Gallon	Toilet Bowl Cleaner		
15	Gallon	Liquid Cleaning Deodorizer/Freshener		
15	Gallon	Hand-soap		
20	Pack/Roll	Garbage Bag, XXL, 18.5 +18.5 x40x.001, 50's per pack		
75	Piece	Albatross 50g		
5	Piece	Brush (Toilet Bowl W/Handle and Holder)		
10	Sack	Detergent Powder - 10 kilo per Sack		
TOTAL IN PHP				
IN WORDS				

We, the undersigned, offer to supply the items listed above in conformity with specifications, terms and conditions of the RFQ.

Signature over Printed Name of Supplier's Authorized Representative (Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)	:	
Designation	:	
COMPANY	:	
Company Address	:	
Date	:	
Telephone Number	:	
E-mail Address	:	
Mobile Number	:	



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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In cases of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- 3) Quotations may be submitted through electronic mail at jennifer.duyogan@customs.gov.ph and victoria.arandillo@customs.gov.ph
- 4) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 5) All pages shall be signed or initialed by the bidder's authorized signatory.
- 6) Bidders shall provide correct and accurate information required in this form.
- 7) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 9) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 10) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 12) Item/s delivered shall be inspected on the scheduled date and time of the BOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.



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- 13) Liquidated damages equivalent to one-tenth of one percent (0.10%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BOC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14) The scanned actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. Provided, that original documents not using digital signatures shall be transmitted during contract execution. However, text-typing the name of the bidder and/or the words "SGD. or ORIGINAL SIGNED" and the like without distinctive features are NOT ACCEPTABLE.
- 15) The BOC assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
- 16) The BOC reserves the right to reject the Quotations/Proposals or not award the contract and makes no assurance that a Contract shall be entered into as a result of this request.
- 17) The BOC may suspend the conduct of procurement activities adversely affected or interrupted by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions at any time during the existence of such calamity, or quarantine or similar restrictions, and when it has assessed or determined that: (a) No Supplier will be able to submit a quotation/proposal or comply with the requirements of the procurement rules due to the limitations resulting from the declaration of a State of Calamity, or implementation of a community quarantine or similar restrictions; or (b) Conduct of procurement activities cannot be undertaken without endangering the health and welfare of its personnel despite the work from home or other alternative work arrangements.
- 18) The BOC may cancel or terminate the conduct of procurement activities, for any justifiable reason, such as but not limited to: (a) physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the end-user unit; (b) project is no longer necessary as determined by the end-user unit; (c) source of funds for the project has been withheld or reduced through no fault of the BOC; or (d) brought about by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions (Sec. 35.6 of the 2016 Revised IRR).
- 19) The BOC may declare failure of bidding/procurement based on its assessment and review of all its planned and ongoing procurement pursuant to Section 1 of GPPB Resolution No. 09-2020.
- 20) The BOC aims to ensure that only vendors/suppliers with known experience and proven capability on the requirements of the particular contract should continue to participate in BOC procurement. Hence, in line with Section 9(e) of the 2016 Revised IRR of R.A. No. 9184, the BOC evaluates the performance of suppliers/vendors by rating the supplier's responsiveness to BOC specifications/Terms of Reference, Quality Of Products/Services Provided, Delivery Time Of Products/Services, Quantity Of Products/Services And Post Delivery Activities.

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TERMS OF REFERENCE**FOR THE PROCUREMENT OF GENERATOR SET****1. BACKGROUND**

The purchase of office and cleaning supplies is necessary for the daily transactions and to maintain cleanliness at the Sub-port of Mactan.

2. OBJECTIVES

To procure common-used office supplies and cleaning materials for the use of the personnel at the Sub-port of Mactan.

3. TECHNICAL REQUIREMENTS/SPECIFICATIONS

- a. The office and cleaning supplies will be shared by the 12 sections at the Bureau of Customs Sub-port of Mactan;
- b. The office and cleaning supplies are specified in Annex 1 of this RFQ.

4. The Supplier/provider shall provide warranties or replacement in case the units and / or parts found defective.
5. The supplier / provider shall provide demonstration of the product/equipment, if necessary.
6. The delivery shall be within thirty (30) calendar days from the receipt of Notice to Proceed and Purchase Order.
7. The evaluation of the equipment shall include, but not limited to:
 - Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.
 - Will be done through End-User acceptance testing along with BOC Inspection Committee.
 - The prospective supplier shall submit photo of the proposed product.
8. Payment for the services/items should be in send bill arrangement and will be processed upon receipt of the billing statement/Sales Invoice/Statement of Account, Delivery Receipt and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and end-user.