



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Supply and Delivery of Ballpens" 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 Ballpens
Location : General Services Division
Approved Budget for the Contract: Three Hundred Seventy Five Thousand Pesos
(Php375,000.00) -inclusive of tax

Specifications

QTY.	DESCRIPTION
18,000 pcs	BALLPENS <ul style="list-style-type: none">• 0.5mm• Retractable• Ball Point Pen• Color: Black, Blue, Red (6,000 pcs/each color)

Delivery Term: Fifteen (15) calendar days from signing of PO

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration and PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before September 19, 2016, 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 initialled 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,

Arturo M. Lachica
ATTY. ARTURO M. LACHICA, CESO II
Deputy Commissioner
Internal Administration Group

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Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
18,000 pcs	BALLPENS <ul style="list-style-type: none">• 0.5mm• Retractable• Ball Point Pen• Color: Black, Blue, Red (6,000 pcs/each color)		

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)