



### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **One Year Courier Service Contract**, 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 : **One Year Courier Service Contract**  
Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City  
Approved Budget for the Contract: Sixty thousand pesos only (Php60, 000.00)  
(inclusive of tax)

Specifications :

ITEM/DESCRIPTION		
<b>A. Regular Courier Service</b>		
Area of Distribution	Letter Envelope	Large Envelope
	Quantity* (in units)	Quantity* (in units)
NCR	480	60
Luzon	60	
Visayas	60	
Mindanao	36	
<b>TOTAL</b>	<b>636</b>	<b>60</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	6	6
<b>TOTAL</b>	<b>6</b>	<b>6</b>

*Note: \*Specified quantities are indicative numbers and for quotation purposes only.*

Delivery Term:

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 **July 12, 2017 10:00 a.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.

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. 335-0998/337-2684 or email us at [portofiloilo@yahoo.com.ph](mailto:portofiloilo@yahoo.com.ph) or [susherrie.farren@customs.gov.ph](mailto:susherrie.farren@customs.gov.ph).

Very truly yours,

  
**JOSE A. NAIG**  
OIC- District Collector



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:

<b>ITEM/DESCRIPTION</b>					
<b>A. Regular Courier Service</b>					
<b>Area of Distribution</b>	<b>Letter Envelope</b>		<b>Large Envelope</b>		<b>Total Cost (Inclusive of VAT)</b>
	Quantity* (in units)	Unit Cost (Inclusive of VAT)	Quantity* (in units)	Unit Cost (Inclusive of VAT)	
NCR	480		60		
Luzon	60				
Visayas	60				
Mindanao	36				
Sub-total (Inclusive of VAT)	636		60		
<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>		<b>Total Cost (Inclusive of VAT)</b>
	Quantity* (in units)	Unit Cost (Inclusive of VAT)	Quantity* (in units)	Unit Cost (Inclusive of VAT)	
Visayas	6		6		
Sub-total (Inclusive of VAT)	6		6		

<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.

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)



**SCHEDULE OF REQUIREMENTS**

**BOC- ILOILO Annual Requirements**

<b>ITEM/DESCRIPTION</b>			
<b>A. Regular Courier Service</b>			
<b>Area of Distribution</b>	<b>Letter Envelope</b>	<b>Large Envelope</b>	<b>Delivery Date**</b>
	<b>Quantity* (in units)</b>	<b>Quantity* (in units)</b>	
NCR	480	60	To be delivered within 24 hours upon receipt of the documents from BOC-Collector's Office; daily pick-up time is 4:00 p.m. and upon request for urgent mail service.
Luzon	60		To be delivered within two (2) working days upon receipt of the documents from BOC-Collector's Office; daily pick-up time is 4:00 p.m. and upon request for urgent mail service.
Visayas	60		
Mindanao	36		
<b>TOTAL</b>	<b>636</b>	<b>60</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>	
	<b>Quantity* (in units)</b>	<b>Quantity* (in units)</b>	
Visayas	6	6	To be delivered within two (2) working days upon receipt of the documents from BOC-Collector's Office; daily pick-up time is 4:00 p.m. and upon request for urgent mail service.
<b>TOTAL</b>	<b>6</b>	<b>6</b>	

**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