



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
COLLECTION DISTRICT II-A  
PORT OF MANILA  
REQUEST FOR QUOTATION



The Bureau of Customs (BOC), through its Port of Manila (POM), will undertake a Small Value Procurement for the Maintenance of Office Machinery, 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: Preventive Monthly Maintenance of One (1) Unit Elevator for the 2nd Semester of 2018

Location: Port of Manila, Port Area, Manila

Specifications:

DESCRIPTION	QUANTITY	APPROVED BUDGET
Preventive Maintenance of Service Elevator	1	Php 30,000.00 (inclusive of Tax)

Period: July 1 to December 31, 2018

Interested suppliers are required to submit their valid and current Mayor's Permit and duly signed price quotation form (Annex "A").

Submission of quotation and eligible documents is on or before June 11, 2018 (10:00 a.m.) manually or through facsimile at the Supply Unit, Administrative Division, 2<sup>nd</sup> floor, POM Building, Port Area, Manila with Telephone No. 527-4584.

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.

Very truly yours,

**MA. VICTORIA M. NARTEA**  
Administrative Officer IV, POM



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(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:

Unit	Description	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