



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

**MANILA INTERNATIONAL CONTAINER PORT**

**REQUEST FOR QUOTATION**

The Manila International Container Port (MICP), Bureau of Customs (BOC), through its Administrative Division, will undertake a Small Value Procurement for the "Supply and Delivery of Steel Lateral Filing Cabinet with 3 Drawers" 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 Steel Lateral Filing Cabinet with 3 Drawers**

Location : Manila International Container Port Building, Isla Puting Bato, North Harbor, Manila

Approved Budget for the Contract: **Six hundred eighty one Thousand four hundred twenty eight Pesos and 57/100 (Php 681,428.57)**  
**-inclusive of tax**

Specifications:

Quantity	Unit	Item Description	Unit Price	Total Price
30	Units	- Riveted Construction for Extra Strength - Anti Tilt locking - 100% Drawer Opening - Heavy Duty ball bearing runners - Two rows of foolscap files side by side or 1 row back - internal drawer dimensions: 825 x 400mm - 45kg loading per drawer - 900W x 473D x 1016H - Color: Grey - Warranty: 10 year		
<b>Total Project Cost (Inclusive of taxes) =</b>				

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order (P.O.)

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, 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 November 12, 2018, 5:00 p.m., at the Administrative Division, Second Floor, MICP Building, Isla Puting Bato, North Harbor, 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 Telefax No. (02) 2470972 or email us at micpbacsecretariat@gmail.com

Very truly yours,

**ATTY. JESUS D. BALMORES**  
Acting Deputy Collector for Administration  
Chairperson, MICP-BAC

Annex "A"

### PRICE QUOTATION FORM

Date: October 31, 2018

The Bids and Awards Committee  
Manila International Container Port  
Isla Puting Bato, North Harbor, 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:

Specifications:

Quantity	Unit	Item Description	Unit Price	Total Price
30	Units	<ul style="list-style-type: none"><li>- Riveted Construction for Extra Strength</li><li>- Anti Tilt locking</li><li>- 100% Drawer Opening</li><li>- Heavy Duty ball bearing runners</li><li>- Two rows of foolscap files side by side or 1 row back</li><li>- internal drawer dimensions: 825 x 400mm</li><li>- 45kg loading per drawer</li><li>- 900W x 473D x 1016H</li><li>- Color: Grey</li><li>- Warranty: 10 year</li></ul>		
<b>Total Project Cost (Inclusive of taxes) =</b>				

Warranty: \_\_\_\_\_ months from the date of delivery.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Mayor's Permit No.

\_\_\_\_\_  
PhilGEPS Registration No.

(Please submit the photocopies of the above-cited documents upon submission of quotation)



SAMPLE ONLY  
FOR YOUR REFERENCE

