



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Collection District VII
Sub-port of Mactan



September 26, 2018

**REQUEST FOR QUOTATION
(QTN-2018-009-11)**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **Supply and Delivery of Office Furnitures**, 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 Office Furnitures
Location : Bureau of Customs, Sub-port of Mactan, Lapu-lapu City
Approved Budget for the Contract: Nine Hundred Ninety-Nine Thousand Pesos Only
(Php 999,999.00) inclusive of tax

Specifications:

Item No	Quantity	Unit of Issue	Description
1	1	Unit	Conference Table 240/120cm
2	2	Unit	Double Decker Bed- single, metal bed with built in mattress
3	10	Unit	Executive chair, high back
4	19	Unit	Lateral Filing Cabinet - 4 drawer, smooth finish, gray
5	20	Unit	Low back office chair for conference
6	71	Unit	Office Chair, high back
7	4	Unit	Open Shelves, 3-layer open shelves + 2 door cabinet
8	10	Unit	Public Chair, 3-seater
9	4	Unit	Sofa Bed, Click-clack
10	3	Unit	Steel Locker, 9-door
11	2	Unit	Bench with foam, fully upholstered
12	30	Unit	Visitors chair

Interested suppliers are required to submit their valid and current Mayor's Permit, BIR Certificate of Registration (BIR Form 2303), PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before October 19, 2018 11:00 AM, at the Collector's Conference Room, 2nd Floor, Bureau of Customs, Sub-port of Mactan, Lapu-lapu 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 Telephone no. 032-354-7417/032-340-4197 or email us at Arandillov@customs.gov.ph.

Very truly yours,


FRANCES MARGARET QUITCO
Chief/ Administrative Section



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
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Annex "A"

PRICE QUOTATION FORM
(QTN-2018-009-11)

 (Date)

The Administration Office
 Bureau of Customs
 Sub-port of Mactan

SIR/MADAM:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	Unit	Conference Table 240/120cm		
2	Unit	Double Decker Bed- single, metal bed with built in mattress		
10	Unit	Executive chair, high back		
19	Unit	Lateral Filing Cabinet - 4 drawer, smooth finish,		
20	Unit	Low back office chair for conference		
71	Unit	Office Chair, high back		
4	Unit	Open Shelves, 3-layer open shelves + 2 door cabinet		
10	Unit	Public Chair, 3-seater		
4	Unit	Sofa Bed		
3	Unit	Steel Locker, 9-door		
2	Unit	Bench with foam, fully upholstered		
30	Unit	Visitors chair		

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 and Address

Mayor's Permit No. _____

PhilGEPS(Platinum) Registration No. _____

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