



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



**September 27, 2018**

**REQUEST FOR QUOTATION  
(QTN-2018-009-12)**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **Supply and Delivery of Tables, Storage Cabinets and Divider Panel**, 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 Tables, Storage Cabinets and Divider Panel  
Location : Bureau of Customs, Sub-port of Mactan, Lapu-lapu City  
Approved Budget for the Contract: Eight Hundred Forty Thousand Pesos Only  
**(Php 840,000.00) inclusive of tax**

**Specifications:**

Item No	Quantity	Unit of Issue	Description
1	4	Unit	Vault Cabinet 4 drawers, top drawer with vault, smooth finish Dimension: Approx. W 18.5" x D 27" x H 52" Color: Black, Beige, Seal Gray
2	10	Unit	Vertical Cabinet 4 drawers, with centralize lock, color light gray, with full extension metal drawer slide
3	15	Unit	Mobile pedestal 3 drawers with centralize lock, metal body and drawers, with plastic top, color light gray
4	4	Unit	Storage cabinet w/ swing door, w/ lock all metal, powder coated, smooth finish w/ 4 adjustable shelves overall size H185xW90xD40cm
5	5	Unit	Open Cabinet, W/ 5 shelf, all metal, powder coated, smooth finish size; H 185 x W90xD40 cm
6	3	Set	Executive Table w/ side return cabinet and movable pedestal 3 drawers, color walnut
7	5	Unit	Freestanding 3-Panel Corner Room Divider, 36-1/4"W x 72"H Panels
8	40	Unit	Office/Computer Table with Drawer & Lock, metal, powder coated light gray

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 9, 2018 11:00 AM, at the Collector's Conference Room, 2<sup>nd</sup> 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](mailto:Arandillov@customs.gov.ph).

Very truly yours,

  
**FRANCES MARGARET QUITCO**  
Chief/ Administrative Section



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



Annex "A"

**PRICE QUOTATION FORM**  
**(QTN-2018-009-12)**

\_\_\_\_\_  
 (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
4	Unit	Vault Cabinet 4 drawers, top drawer with vault, smooth finish Dimension: Approx. W 18.5" x D 27" x H 52" Color: Black, Beige, Seal Gray		
10	Unit	Vertical Cabinet 4 drawers, with centralize lock, color light gray, with full extension metal drawer slide		
15	Unit	Mobile pedestal 3 drawers with centralize lock, metal body and drawers, with plastic top, color light gray		
4	Unit	Storage cabinet w/ swing door, w/ lock all metal, powder coated, smooth finish w/ 4 adjustable shelves overall size H185xW90xD40cm		
5	Unit	Open Cabinet, W/ 5 shelf, all metal, powder coated, smooth finish size; H 185 x W90xD40 cm		
3	Set	Executive Table w/ side return cabinet and movable pedestal 3 drawers, color walnut		
5	Unit	Freestanding 3-Panel Corner Room Divider, 36-1/4"W x 72"H Panels		
40	Unit	Office/Computer Table with Drawer & Lock, metal, powder coated light gray		

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)