



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

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for Supply and Delivery of Self-inking Stamps, 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 Self-inking Stamps  
Location : General Services Division  
Approved Budget for the Contract: Eighty Thousand Pesos (Php. 80,000.00)-inclusive of tax  
Specifications :

QTY.	DESCRIPTION
	<b>SELF-INKING STAMPS</b>
11 pcs	6 cm x 5.5 cm
25 pcs	2.7 cm x 5.3 cm
4 pcs	4.7 cm x 6.7 cm
11 pcs	1 cm x 5.3 cm
2 pcs	1 cm x 3.5 cm
2 pcs	6.4 cm x 3.3 cm
1 pc	7.3 cm x 3.8 cm
1 pc	3.7 cm x 1.5 cm
	See attached document for the samples

Delivery Term: Twenty Five (25) calendar days from signing of PO

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

Submission of quotation and eligibility documents is on or before April 26, 2016, 2016 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, 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 initialled 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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

**EXEQUIEL C. CEMPRON**  
OIC-Deputy Commissioner, DAG

18 APR 2016

Annex "A"

### PRICE QUOTATION FORM

Date

The Bids and Awards Committee  
Bureau of Customs  
Port Area, 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:

Quantity	Description	Unit Price	Total Price
	<b>SELF-INKING STAMPS</b>		
11 pcs	6 cm x 5.5 cm		
25 pcs	2.7 cm x 5.3 cm		
4 pcs	4.7 cm x 6.7 cm		
11 pcs	1 cm x 5.3 cm		
2 pcs	1 cm x 3.5 cm		
2 pcs	6.4 cm x 3.3 cm		
1 pc	7.3 cm x 3.8 cm		
1 pc	3.7 cm x 1.5 cm		
	See attached document for the samples		

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)

6 x 5.5 cm ↘

1. ORIGINAL COPY PRESENTED BY:

\_\_\_\_\_  
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DATE: \_\_\_\_\_

CERTIFIED PHOTOCOPY BASED ON  
THE PRESENTED ORIGINAL COPY

**LADY FATIMA H. DELA CRUZ**  
ADMINISTRATIVE OFFICER V, BOC-HRMD

2.7 x 5.3 cm

2. CERTIFIED PHOTOCOPY BASED ON  
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**LADY FATIMA H. DELA CRUZ**  
ADMINISTRATIVE OFFICER V, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

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**LADY FATIMA H. DELA CRUZ**  
ADMINISTRATIVE OFFICER V, BOC-HRMD  
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**LADY FATIMA H. DELA CRUZ**  
ADMINISTRATIVE OFFICER V, BOC-HRMD  
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2.7 x 5.3 cm

6 x 5.5 cm

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**WILMA D. JIMENEZ**  
ADMINISTRATIVE OFFICER II, BOC-HRMD

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**WILMA D. JIMENEZ**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

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**WILMA D. JIMENEZ**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

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**WILMA D. JIMENEZ**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

2.7 x 5.3 cm

6 x 5.5 cm

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ADMINISTRATIVE OFFICER II, BOC-HRMD

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**RUBY ANN G. AÑONUEVO**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

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**RUBY ANN G. AÑONUEVO**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
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**RUBY ANN G. AÑONUEVO**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

2.7 x 5.3 cm

6 x 5.5 cm

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**LUSYL MARY MITCHKA A. NICANOR**  
ADMINISTRATIVE OFFICER II, BOC-HRMD

2.7 x 5.3 cm

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**LUSYL MARY MITCHKA A. NICANOR**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

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**LUSYL MARY MITCHKA A. NICANOR**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
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**LUSYL MARY MITCHKA A. NICANOR**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

6 x 5.5 cm

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**KHRISTINE JANE V. MELENCIO**  
ADMINISTRATIVE OFFICER IV, BOC-HRMD

2.7 x 5.3 cm

18. CERTIFIED PHOTOCOPY BASED ON  
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**KHRISTINE JANE V. MELENCIO**  
ADMINISTRATIVE OFFICER IV, BOC-HRMD  
DATE: \_\_\_\_\_

20. CERTIFIED TRUE COPY

**KHRISTINE JANE V. MELENCIO**  
ADMINISTRATIVE OFFICER IV, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

19. CERTIFIED PHOTOCOPY BASED ON  
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**KHRISTINE JANE V. MELENCIO**  
ADMINISTRATIVE OFFICER IV, BOC-HRMD  
DATE: \_\_\_\_\_

6 x 5.5 cm

21. ORIGINAL COPY PRESENTED BY:

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**LORA JUSTINE H. CABUHAT**  
ADMINISTRATIVE OFFICER II, BOC-HRMD

2.7 x 5.3 cm

22. CERTIFIED PHOTOCOPY BASED ON  
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**LORA JUSTINE H. CABUHAT**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

24. CERTIFIED TRUE COPY

**LORA JUSTINE H. CABUHAT**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

23. CERTIFIED PHOTOCOPY BASED ON  
THE PHOTOCOPY ON 201 FILE

**LORA JUSTINE H. CABUHAT**  
ADMINISTRATIVE OFFICER II, BOC-HRMD  
DATE: \_\_\_\_\_

4.7 x 6.7 cm

25. BUREAU OF CUSTOMS  
HUMAN RESOURCES MANAGEMENT DIVISION

**RECEIVED**  
NOV 04 2015

BY: \_\_\_\_\_  
TIME: \_\_\_\_\_

- 1 x 5.3 cm
26. **LADY FATIMA H. DELA CRUZ**  
ADMINISTRATIVE OFFICER V, BOC-HRMD
27. **WILMA D. JIMENEZ**  
ADMINISTRATIVE OFFICER II, BOC-HRMD
28. **LUSYL MARY MITCHKA A. NICANOR**  
ADMINISTRATIVE OFFICER II, BOC-HRMD
29. **RUBY ANN G. AÑONUEVO**  
ADMINISTRATIVE OFFICER II, BOC-HRMD
31. **KHRISTINE JANE V. MELENCIO**  
ADMINISTRATIVE OFFICER IV, BOC-HRMD
32. **LORA JUSTINE H. CABUHAT**  
ADMINISTRATIVE OFFICER II, BOC-HRMD
33. **LESILLE F. JASPE**  
ADMINISTRATIVE OFFICER V, BOC-HRMD
34. **HRMD FILE** - 1 x 3.5 cm

4.7 x 6.7 cm

30. BUREAU OF CUSTOMS  
HUMAN RESOURCES MANAGEMENT DIVISION

**RECEIVED**  
NOV 04 2015

BY: \_\_\_\_\_  
TIME: \_\_\_\_\_

SAME  
Central Records Mgmt. Div.

Central Records Mgmt. Div.  
NOV 05 2015

- CRMID

4.7 x 6.7 cm

6 X 5.5 cm

2.7 X 5.3 cm

2.7 X 5.3 cm

35.

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**LESILLE F. JASPE**

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ADMINISTRATIVE OFFICER V, BOC-HRMD

36.

**CERTIFIED PHOTOCOPY BASED ON  
THE ORIGINAL COPY ON 201 FILE**

**LESILLE F. JASPE**

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ADMINISTRATIVE OFFICER V, BOC-HRMD  
DATE: \_\_\_\_\_

37.

**CERTIFIED PHOTOCOPY BASED ON  
THE PHOTOCOPY ON 201 FILE**

**LESILLE F. JASPE**

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ADMINISTRATIVE OFFICER V, BOC-HRMD  
DATE: \_\_\_\_\_

38.

**CERTIFIED TRUE COPY**

**LESILLE F. JASPE**

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ADMINISTRATIVE OFFICER V, BOC-HRMD  
DATE: \_\_\_\_\_

2.7 X 5.3 cm

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CERTIFIED PHOTOCOPY BASED ON  
THE PRESENTED ORIGINAL COPY  
JEFFERSON R. BAÑEZ  
ADMINISTRATIVE OFFICER IV, BOC-GSD

6 x 5.5 cm

2.7 x 5.3 cm  
B. CERTIFIED TRUE COPY  
JEFFERSON R. BAÑEZ  
ADMINISTRATIVE OFFICER IV, BOC-GSD  
DATE: \_\_\_\_\_

GSD FILE

1 x 3.5 cm

2.7 x 5.3 cm  
CERTIFIED TRUE COPY  
ABEGAIL D. IGNA  
ADMINISTRATIVE OFFICER I, BOC-GSD  
DATE: \_\_\_\_\_

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CERTIFIED PHOTOCOPY BASED ON  
THE PRESENTED ORIGINAL COPY  
ABEGAIL D. IGNA  
ADMINISTRATIVE OFFICER I, BOC-GSD

6 x 5.5 cm

5. CERTIFIED TRUE COPY  
MARK GIL C. MATEO  
ADMINISTRATIVE ASST. II, BOC-GSD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

6. CERTIFIED TRUE COPY  
ALFONSO LOUIS L. BERMUDEZ  
ADMINISTRATIVE ASST. II, BOC-GSD  
DATE: \_\_\_\_\_

2.7 x 5.3 cm

2. ORIGINAL COPY PRESENTED BY:  
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CERTIFIED PHOTOCOPY BASED ON  
THE PRESENTED ORIGINAL COPY  
MARK GIL C. MATEO  
ADMINISTRATIVE ASSISTANT II, BOC-GSD

6 x 5.5 cm

7. BUREAU OF CUSTOMS  
GENERAL SERVICES DIVISION  
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NOV 04 2015  
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TIME: \_\_\_\_\_

4.7 x 6.7 cm

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CERTIFIED PHOTOCOPY BASED ON  
THE PRESENTED ORIGINAL COPY  
ALFONSO LOUIS L. BERMUDEZ  
ADMINISTRATIVE ASSISTANT II, BOC-GSD

6 x 5.5 cm

8. JEFFERSON R. BAÑEZ  
ADMINISTRATIVE OFFICER IV, BOC-GSD

1 x 5.3 cm

9. ABEGAIL D. IGNA  
ADMINISTRATIVE OFFICER I, BOC-GSD

1 x 5.3 cm

10. MARK GIL C. MATEO  
ADMINISTRATIVE ASSISTANT II, BOC-GSD

1 x 5.3 cm

11. ALFONSO LOUIS L. BERMUDEZ  
ADMINISTRATIVE ASSISTANT II, BOC-GSD

1 x 5.3 cm

12. RAQUEL G. DE JESUS  
SURV. ADMIN. OFFICER  
CENTRAL RECORDS MNGT. DIV.

2.7 x 5.3 cm

(6.4 cm)  
64 mm

**PAID**

LDDAP-ADAH: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DATE: \_\_\_\_\_

2

pc

39 mm  
(3.3 cm)

$$\begin{aligned} R/s &= 358.00 \\ \rightarrow 4926 &= \frac{698.00}{1048.} \end{aligned}$$

(1.3 cm)  
13 mm

**CERTIFIED XEROX COPY**

$$\begin{aligned} &280.00 \\ &698.00 (4) \\ \hline &978. \end{aligned}$$

(3.7 cm)  
37 mm

**FILE**

1

38 mm  
(3.8 cm)

1

pc

15 mm  
(1.5 cm)

$$\begin{aligned} R/s &= 180.00 \\ 4911 &= \frac{323.00}{503.00} \end{aligned}$$