



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Office Supplies for 1<sup>st</sup> Quarter"** 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 Supplies for 1<sup>st</sup> Quarter**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Nine Hundred Thirty-Nine Thousand Three Hundred Seventy-Five Pesos (Php939,375.00) - inclusive of tax**

Specifications:

**1LOT**

<b>QTY.</b>	<b>Unit</b>	<b>DESCRIPTION</b>
200	Box	Clip Back fold, 19mm
200	Box	Clip Back fold, 25mm
200	Box	Clip Back fold, 32mm
200	Box	Clip Back fold, 50mm
300	Piece	3M Post-it Flag Sign Here 25x43mm (50's)
200	Piece	Correction Tape 5mm x 8m
500	Pack	Envelope, Documentary, Legal (10's)
3,000	Piece	File Folder with Tab, Legal
250	Set	File Tab Divider, Legal
250	Set	File Tab Divider, A4
2,000	Piece	Folder, Pressboard, Legal
200	Box	Paper Clip 33mm
200	Box	Paper Clip, 50mm



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

200	Pad	Note pad 2x3
200	Pad	Note pad 3x3
200	Pad	Note pad 3x4
200	Piece	Marker, Fluorescent
100	Piece	Staple wire, standard
50	Piece	Stapler, standard
200	Roll	Tape, Packaging width: 48mm
200	Roll	Tape transparent, width: 48mm
1,000	Ream	Paper, Multicopy, 80gsm, A4
50	Book	Record Book, 300 pages
50	Book	Record Book, 500 pages
850	Piece	Sign Pen, Black Liquid/Gel Ink, 0.5mm
850	Piece	Sign Pen, Blue Liquid/Gel Ink, 0.5mm
200	Roll	Tape, Transparent, width: 24mm
25	Cart	Toner Cart, HP CB435A (HP35A) Black
25	Cart	Toner Cart, HP CE285A (HP85A) Black
10	Cart	Ink Cart, HP F6V26AA (HP680) Tricolor
10	Cart	Ink Cart, HP F6V27AA (HP680) Black

**Delivery Term/Duration: 10 calendar days**

Deduction of Retention Money 1-5% Contract Amount

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.



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Submission of quotation and eligibility documents is on or before **February 26, 2021** 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 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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**RAQUEL G. DE JESUS**  
Acting Chief, General Services Division



Annex "A"

## PRICE QUOTATION FORM

Date

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

### Project Title: Supply and Delivery of Office Supplies for 1<sup>st</sup> Quarter

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:

1LOT

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
200	Box	Clip Back fold, 19mm		
200	Box	Clip Back fold, 25mm		
200	Box	Clip Back fold, 32mm		
200	Box	Clip Back fold, 50mm		
300	Piece	3M Post-it Flag Sign Here 25x43mm (50's)		
200	Piece	Correction Tape 5mm x 8m		
500	Pack	Envelope, Documentary, Legal (10's)		
3,000	Piece	File Folder with Tab, Legal		
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10	Cart	Ink Cart, HP F6V27AA (HP680) Black		

**Delivery Term/Duration: 10 calendar days**

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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\_\_\_\_\_  
Name of Company

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

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

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