



REQUEST FOR QUOTATION

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for “**ADDITIONAL OFFICE SUPPLIES**” at the SUB-PORT OF MACTAN, 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 ADDITIONAL OFFICE SUPPLIES
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-Lapu City 6015
Approved Budget	ONE HUNDRED SEVENTY-FOUR THOUSAND THREE HUNDRED TWENTY-FIVE PESOS ONLY (PHP174,325.00)
Specification/Description	Annex A

The terms and conditions are as follows:

- Interested suppliers are required to submit 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 (with stamped received), and duly signed price quotation form (Annex “A”).
- Submission may be done, manually or electronically thru victoria.arandillo@customs.gov.ph and jennifer.duyogan@customs.gov.ph. The approved budget is inclusive of applicable taxes (Final Tax and EWT).
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.

Submission of quotation and eligibility documents is on or before **November 15, 2022, 5:00 p.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-340-4196.



Annex "A"

PRICE QUOTATION FORM

 (Date)

The Administration Office
 Bureau of Customs
 Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **ADDITIONAL OFFICE SUPPLIES**.

QTY	UOM	Item Description	Unit Price	Amount
		SUPPLY AND DELIVERY		
80	REAM	COPY PAPER (LEGAL)		
50	REAM	COPY PAPER (LETTER)		
20	PCS	BALLPEN (BLUE, BLACK)		
200	PCS	BROWN ENVELOPED (LEGAL)		
250	PCS	EXPANDABLE ENVELOPED		
40	PCS	SIGN PEN (BLUE, BLACK)		
15	PCS	STAPLER		
15	BOX	STAPLE WIRE No. 35		
		(CIIS REQUEST)		
1	PC	MULTI TRAY 3 DRAWER/FILLING		
		(JANITORIAL USE)		
5	PACK	DETERGENT POWDER		
		(PRINTER INK)		
6	BOTTLE	EPSON INK 001 (BLACK)		
6	BOTTLE	EPSON INK 001 (CYAN)		
6	BOTTLE	EPSON INK 001 (MAGENTA)		
6	BOTTLE	EPSON INK 001 (YELLOW)		
5	BOTTLE	BROTHER TN-451 (BLACK)		
5	BOTTLE	BROTHER TN-451 (CYAN)		
5	BOTTLE	BROTHER TN-451 (MAGENTA)		
5	BOTTLE	BROTHER TN-451 (YELLOW)		
6	BOTTLE	BROTHER BTD-60 (BLACK)		
6	BOTTLE	BROTHER BT5000 (CYAN)		
6	BOTTLE	BROTHER BT5000 (MAGENTA)		
6	BOTTLE	BROTHER BT5000 (YELLOW)		

Total amount in words: _____

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

Very truly yours,

 Name/Signature of Representative
 (Duly authorized to sign the Bid)

 Business Address

 Name of Company

 Telephone/Fax No/Email Address