



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **Supply and Delivery of Office Furniture and ICT Equipment for the Office for Strategy Management (OSM)** 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 Furniture and ICT Equipment for the Office for Strategy Management (OSM)**  
Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City  
Approved Budget for the Contract: Seventy-two thousand pesos only (Php72,000.00) inclusive of tax

Specifications :

Item No.	Qty.	Unit of Measure	Item and Specifications
1	1	Unit	Laptop <ul style="list-style-type: none"> <li>1.6Ghz base speed, with turbo speed, core i3, 8GB RAM memory, 14-inch screen size, 512 GB HDD SATA</li> <li>Built-in speakers, camera, wireless and Bluetooth connectivity</li> </ul>
2	1	Unit	Multifunction Printer (Print, Scan, Copy), colored, continuous ink system, wired/wireless connectivity
3	2	Units	Office Table
4	2	Units	Swivel Chairs, chrome base, low back, black
			***Nothing Follows***

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 21, 2020**, 10:00 a.m., at Collector’s Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo 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 Telefax no. 335-0998/337-2684 or email us at [portofiloilo@yahoo.com.ph](mailto:portofiloilo@yahoo.com.ph) or [susherrie.farren@customs.gov.ph](mailto:susherrie.farren@customs.gov.ph).

Very truly yours,

  
**MA. LOURDES G. DEVEZA**  
AO IV/OIC- Administrative Division



Annex "A"

## PRICE QUOTATION FORM

Date \_\_\_\_\_  
The Bids and Awards Committee  
Bureau of Customs  
Port of Iloilo

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:

Item No.	Qty.	Unit of Measure	Item and Specifications	Unit Price	Total Cost
1	1	Unit	Laptop <ul style="list-style-type: none"><li>o 1.6Ghz base speed, with turbo speed, core i3, 8GB RAM memory, 14-inch screen size, 512 GB HDD SATA</li><li>o Built-in speakers, camera, wireless and Bluetooth connectivity</li></ul>		
2	1	Unit	Multifunction Printer (Print, Scan, Copy), colored, continuous ink system, wired/wireless connectivity		
3	2	Units	Office Tables		
4	2	Units	Swivel Chairs, chrome base, low back, black		
			***Nothing Follows***		

Warranty: \_\_\_\_\_

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

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