



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 Small Value Procurement for "**Supply and Delivery of Various Office Supplies**" 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 Various Office Supplies"**
Location : **General Services Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Three Hundred Four Thousand Seven Hundred Fifty Pesos (Php304,750.00) inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
300	Piece	Correction Tape
150	Box	Pencil, Lead w/ Eraser #1
1000	Piece	Ballpen Black
1000	Piece	Ballpen Blue
300	Pack	Sticker Paper A4
200	Pack	Photopaper A4
300	Pack	Specialty Paper (Vellum/White)
700	Pack	Specialty Paper (Vanilla)
500	Pad	Steno Notebook
150	Pack	Laminating Film
200	Piece	Acrylic Name Plate
300	Piece	ID Clip
200	Piece	Presentation Folder A4
50	Roll	Plastic Binder Ring for Biding A4 21Hole (can bind up to 50 pages)
50	Roll	Plastic Binder Ring for Biding A4 21Hole (can bind up to 200-300 pages)

100	Piece	ID Lace (Ordinary)
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Delivery Term: 15 Working Days

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

Submission of quotation and eligibility documents is on or before December 6, 2019 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.

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

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:

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
300	Piece	Correction Tape		
150	Box	Pencil, Lead w/ Eraser #1		
1000	Piece	Ballpen Black		
1000	Piece	Ballpen Blue		
300	Pack	Sticker Paper A4		
200	Pack	Photopaper A4		
300	Pack	Specialty Paper (Vellum/White)		
700	Pack	Specialty Paper (Vanilla)		
500	Pad	Steno Notebook		
150	Pack	Laminating Film		
200	Piece	Acrylic Name Plate		
400	Piece	ID Clip		
200	Piece	Presentation Folder A4		
50	Roll	Plastic Binder Ring for Biding A4 21Hole (can bind up to 50 pages)		

50	Roll	Plastic Binder Ring for Biding A4 21Hole (can bind up to 200-300 pages)		
100	Piece	ID Lace (Ordinary)		

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Delivery Term: 15 Working Days

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. _____