



## 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 1st 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 1st Quarter**

Location : **Bureau of Customs, Port Area, Manila**

Approved Budget for the Contract : **Nine Hundred Eighty Thousand One Hundred Twenty-Five Pesos (Php980,125.00) - inclusive of tax**

Specifications :

ITEM	UNIT	ITEM DESCRIPTION	QUANTITY
1	piece	Sign Pen .5, Black	800
2	piece	Sign Pen .5, Blue	800
3	piece	Optical Mouse, Wired	100
4	ream	Bond Paper, Multi-copy, A4, 80gsm	1,000
5	ream	Bond Paper, Multi-copy, Legal, 80gsm	1,000
6	piece	Correction Tape	500
7	piece	Clear Book, 20 sheets, A4	100
8	piece	Clear Book, 20 sheets, Legal	100
9	piece	Envelope, Documentary, Legal	3,000
10	piece	Envelope, Expanding, Legal	3,000
11	piece	File Folder with Tab, A4	2,000
12	piece	File Folder with Tab, Legal	2,000
13	set	File Tab Divider, A4 Bristol	200
14	set	Filt Tab Divider, Legal Bristol	200
15	piece	Flash Drive, 16gb	100
16	piece	Portable Hard Drive, 1TB	20
17	can	Insecticide, 500ml	100
18	pad	Note Pad 2x3	400
19	pad	Note Pad 3x3	400
20	pad	Note Pad 3x4	400
21	pack	Sticker Paper	100
22	piece	Permanent Marker, Black	500
23	piece	Permanent Marker, Blue	500
24	piece	Whiteboard Marker, Black	200
25	piece	Whiteboard Marker, Blue	200
26	pack	Laminating Film, A4	150



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

27	piece	Ruler, plastic, 12"	200
28	bottle	Stamp Pad Ink, bottle, purple	50
29	bottle	Stamp Pad Ink, bottle, black	50
30	bottle	Stamp Pad Ink, bottle, blue	50
31	bottle	Stamp Pad Ink, bottle, red	50
32	box	Stapler Wire, 26/6	200
33	box	Staple Wire, 23/13	200
34	piece	Staple Wire Remover, Plier Type	200
35	pack	Sign Here Flaglets, (50's)	300
36	piece	Storage Box, Hard Bound	200
37	piece	Tape Dispenser	50
38	roll	Tape, Transparent, 24mm	200
39	cart	Toner, Brother TN-3448, Black	15

Delivery Duration: 10 calendar days

Interested suppliers are required to submit **original/certified true copy of the following:** 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.

Submission of quotation and eligibility documents is on or before **February 22, 2022, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief Administrative Officer  
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:

ITEM	UNIT	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	piece	Sign Pen .5, Black	800		
2	piece	Sign Pen .5, Blue	800		
3	piece	Optical Mouse, Wired	100		
4	ream	Bond Paper, Multi-copy, A4, 80gsm	1,000		
5	ream	Bond Paper, Multi-copy, Legal, 80gsm	1,000		
6	piece	Correction Tape	500		
7	piece	Clear Book, 20 sheets, A4	100		
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25	piece	Whiteboard Marker, Blue	200		
26	pack	Laminating Film, A4	150		
27	piece	Ruler, plastic, 12"	200		
28	bottle	Stamp Pad Ink, bottle, purple	50		
29	bottle	Stamp Pad Ink, bottle, black	50		
30	bottle	Stamp Pad Ink, bottle, blue	50		
31	bottle	Stamp Pad Ink, bottle, red	50		



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36	piece	Storage Box, Hard Bound	200		
37	piece	Tape Dispenser	50		
38	roll	Tape, Transparent, 24mm	200		
39	cart	Toner, Brother TN-3448, Black	15		
<b>GRAND TOTAL:</b>					

Delivery Duration: 10 calendar days

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

Very truly yours,

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

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

\_\_\_\_\_  
Telephone/Fax

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

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

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