



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Supply and Delivery of Furniture and Fixtures for Chief-of-Staff (COS) Office”** 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 Furniture and Fixtures for Chief-of-Staff (COS) Office**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **One Hundred Forty-Seven Thousand Three Hundred Pesos (PHP147,300.00) - inclusive of tax**
 Specifications:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
Piece	Conference Table <ul style="list-style-type: none"> • Four (4) to Six (6) seater • Material: MDF Board • Size: at least 1800L x 900W x 750H mm 	1
Piece	Conference Chair <ul style="list-style-type: none"> • Leg base • Size: at least 63W x 58D x 81H cm 	6
Piece	Executive Chair <ul style="list-style-type: none"> • Material: Leatherette, Chrome Leg • Color: Black • Size: at least 76W X 58D X 110H cm 	2
Piece	Executive Table (w/ pedestal and side drawer) <ul style="list-style-type: none"> • with mobile pedestal and drawer • Color: Cherry • Size: at least 1.6m 	1
Piece	Gang Chair <ul style="list-style-type: none"> • Three (3) - seater • Material: Steel arm • Color: Black 	2
Piece	Clerical Chair <ul style="list-style-type: none"> • Material: Leatherette, Chrome Leg • Color: Black • Size: at least 65W X 57D X 90-100H cm 	10

Delivery Term/Duration:15 calendar days
 Subject to Retention Money 1-5% Contract Amount



Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **October 9, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
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 Furniture and Fixtures for Chief-of-Staff (COS) Office

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

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Piece	Conference Table <ul style="list-style-type: none"> • Four (4) to Six (6) seater • Material: MDF Board • Size: at least 1800L x 900W x 750H mm 	1		
Piece	Conference Chair <ul style="list-style-type: none"> • Leg base • Size: at least 63W x 58D x 81H cm 	6		
Piece	Executive Chair <ul style="list-style-type: none"> • Material: Leatherette, Chrome Leg • Color: Black • Size: at least 76W X 58D X 110H cm 	2		
Piece	Executive Table (w/ pedestal and side drawer) <ul style="list-style-type: none"> • with mobile pedestal and drawer • Color: Cherry • Size: at least 1.6m 	1		
Piece	Gang Chair <ul style="list-style-type: none"> • Three (3) - seater • Material: Steel arm • Color: Black 	2		
Piece	Clerical Chair <ul style="list-style-type: none"> • Material: Leatherette, Chrome Leg 	10		



	<ul style="list-style-type: none"> • Color: Black • Size: at least 65W X 57D X 90-100H cm 			
TOTAL AMOUNT				

Total amount in words: _____

Delivery Term/Duration: 15 calendar days

Subject to Retention Money 1-5% Contract Amount

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

Very truly yours,

 Name/ Signature of Representative

 Name of Company

 Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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