



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
*Collection District VII*  
Sub-port of Mactan



**REQUEST FOR QUOTATION**

**QTN-2018-011-023**  
**November 23, 2018**

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **Supply and Delivery of Common Use Office Supplies** at the new MCIA Terminal 2 Customs 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     | <b>SUPPLY AND DELIVERY OF COMMON USE OFFICE SUPPLIES</b>  |
| Location            | <b>Bureau of Customs Sub-Port of Mactan<br/>MCIA Cargo Road, Ibo, Lapu-lapu City 6015<br/>(MCIA TERMINAL 2)</b> |
| Approved Budget     | <b>Php 80,000.00</b>  |
| Mode of Procurement | <b>SMALL VALUE PROCUREMENT</b>  |

**Delivery Term:**

The terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. **All items must be delivered at the Bureau of Customs Sub-port of Mactan, TERMINAL 2. Please indicate delivery charge, if any.**
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. **The term of payment is through check payment, subject to withholding and final taxes (BIR Form 2306 & 2307).**
9. 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 any clarification, please contact **MS. VICTORIA C. ARANDILLO**, Customs Operations Officer I and Concurrent Acting Accountant at (032) 354-7417, (032) 340-4197.

Thank you very much.

Very truly yours,

  
FRANCES MARGARET QUITCO  
Chief, Administrative Section



Republic of the Philippines  
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Annex "A"

**PRICE QUOTATION FORM**  
**(QTN-2018-011-023)**

\_\_\_\_\_  
(Date)

The Administration Office  
Bureau of Customs  
Sub-port of Mactan

SIR/MADAM:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

| QTY | UNIT   | DESCRIPTION  | UNIT PRICE | TOTAL |
|-----|--------|--|------------|-------|
| 2   | Box    | BALLPOINT PEN, Fine, Black, 50/box                   |            |       |
| 2   | Box    | BALLPOINT PEN, Fine, Blue, 50/box                    |            |       |
| 2   | Box    | BALLPOINT PEN, Fine, Red, 50/box                     |            |       |
| 10  | pack   | BATTERY, dry cell, AA, 1.5 volts, alkaline           |            |       |
| 10  | pack   | BATTERY, dry cell, AAA, 1.5 volts, alkaline          |            |       |
| 5   | piece  | BLACK/WHITE Board Eraser                             |            |       |
| 10  | bottle | CLEANSER, TOILET BOWL AND URINAL, 900ml - 1000ml cap |            |       |
| 5   | piece  | DATING and Stamping Machine                          |            |       |
| 25  | piece  | DATA File Box w/ closed ends                         |            |       |
| 10  | Pouch  | DETERGENT POWDER, all purpose, 1kg/ plastic pouch    |            |       |
| 5   | box    | ENVELOPE, Documentary, A4 size, 500/bx               |            |       |
| 10  | piece  | FLASH DRIVE, 16G Capacity                            |            |       |
| 10  | bundle | FOLDER, Fancy, for A4 size, 90pcs/bundle             |            |       |
| 10  | bundle | FOLDER, Fancy, for Legal size, 90pcs/bundle          |            |       |
| 2   | pack   | FOLDER, TAGBOARD, for legal, 100pieces/ pack         |            |       |
| 5   | piece  | MOP HANDLE   |            |       |
| 20  | pad    | NOTEPAD, Stick On, 3x3, 200 sheets/pad               |            |       |

|    |       |   |  |  |
|----|-------|---|--|--|
| 10 | piece | MOUSE, Optical, USB                             |  |  |
| 20 | pad   | NOTEPAD, Stick On, 3x4, 100 sheets/pad          |  |  |
| 30 | ream  | PAPER, Multicopy, 80gsm, size Letter            |  |  |
| 30 | ream  | PAPER, Multicopy, 80gsm, size: Legal            |  |  |
| 3  | piece | Philippine National Flag                        |  |  |
| 20 | piece | PUNCHER, paper, heavy duty, with two hole guide |  |  |
| 20 | box   | RUBBER BAND, 70mm min lat flat length           |  |  |
| 20 | piece | SIGNPEN, Black, liquid/gel, 0.5mm needle tip    |  |  |
| 20 | piece | SIGNPEN, Blue, liquid/get, 0.5mm needle tip     |  |  |
| 10 | piece | STAPLER, Standard Type, load capL 200staples    |  |  |
| 10 | pack  | TOILET TISSUE PAPER 2-ply sheets, 150 pulls     |  |  |
| 5  | Unit  | INK CARTRIDGE, HP 680, Black                    |  |  |
| 5  | Unit  | INK CARTRIDGE, HP 680, Tricolor                 |  |  |
| 5  | Unit  | INK CARTRIDGE, Epson 664, Red                   |  |  |
| 5  | Unit  | INK CARTRIDGE, Epson 664, Blue                  |  |  |

Warranty: \_\_\_\_months from the date of delivery.

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)