



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
COLLECTION DISTRICT II-A  
PORT OF MANILA



October 3, 2018

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Port of Manila (POM), will undertake a Shopping Procurement for the **Supply and Delivery of Stapler w/ remover and Sign pen**, 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 Stapler with remover and Sign Pens**  
Location: **Port of Manila, Port Area, Manila**  
Approved Budget for the Contract: **One Hundred Thousand Pesos Only (P 100,000.00) Inclusive of Tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Pc.	Stapler w/ remover	60
Bx.	Sign Pen - Black	50
Bx.	Sign Pen - Blue	50

Delivery Term : Thirty (30) calendar days from signing of Purchase Order / Contract

Interested suppliers are required to submit their valid and current Mayor's Permit and PHILGEPS Registration Certificate and duly signed price quotation form (Annex "A").

Submission of quotation and eligible documents is on or before October 8, 2018 (10:00 a.m.) manually or through facsimile at the Supply Unit, Administrative Division, 2<sup>nd</sup> floor, POM Building, Port Area, Manila with Telephone No. 527-4584.

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.

Very truly yours,

  
**MA. VICTORIA M. NARTEA**  
Administrative Officer IV, POM



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(Annex "A")

**PRICE QUOTATION FORM**

Date:

BUREAU OF CUSTOMS  
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Unit	Description	Quantity	Unit Price	Total Price

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