



**REQUEST FOR QUOTATION**

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for “**OFFICE CHAIRS, TABLE, CABINETS & BOLTLESS RACKS**” at the SUB-PORT OF MACTAN, 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, DELIVERY and INSTALLATION OF OFFICE CHAIRS, TABLE, CABINETS, BOLTLESS RACKS (XIP, LBU, MEPZ 1, Admin)</b> |
| Location                  | <b>Bureau of Customs Sub-Port of Mactan<br/>MCIA Cargo Road, Ibo, Lapu-Lapu City 6015</b>                            |
| Approved Budget           | <b>ONE HUNDRED EIGHT THOUSAND FIVE HUNDRED PESOS ONLY (PHP108,500.00)</b>  |
| Specification/Description | <b>Annex A</b>   |

The terms and conditions are as follows:

- Interested suppliers are required to submit copies of their 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 (with stamped received), and duly signed price quotation form (Annex “A”).
- Submission may be done, manually or electronically thru [victoria.arandillo@customs.gov.ph](mailto:victoria.arandillo@customs.gov.ph) and [jennifer.duyogan@customs.gov.ph](mailto:jennifer.duyogan@customs.gov.ph). The approved budget is inclusive of applicable taxes (Final Tax and EWT).
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.

Submission of quotation and eligibility documents is on or before **November 15, 2022, 5:00 p.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-340-4196.



Annex "A"

**PRICE QUOTATION FORM**

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

The Administration Office  
 Bureau of Customs  
 Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **OFFICE CHAIRS, TABLE, CABINETS, BOLTLESS RACKS (XIP, LBU, MEPZ 1, ADMIN)**.

| QTY | UOM  | Item Description  | Unit Price | Amount |
|-----|------|---|------------|--------|
|     |      | <b>SUPPLY, DELIVERY, and INSTALLATION</b>   |            |        |
| 5   | Unit | Office Chair<br>(xip, mepz 1, admin)  |            |        |
| 2   | Unit | Open Cabinet<br>-5-Layer Open Shelf<br>- powder coated<br>- light gray<br>- Dimensions: 93 (W)x20(D)X185(H)cm<br>(LBU)                |            |        |
| 5   | Unit | Boltless Steel Rack<br>-5-Layer Heavy Duty<br>- powder coated<br>- 100kg maximum capacity per shelf<br>- 86.5 x 35.5 x 183cm<br>(LBU) |            |        |
| 3   | Unit | Office Table<br>-Middle Drawer with Lock<br>- 3-side Drawers with Center Lock<br>(ADMIN, MEPZ)  |            |        |
|     |      |   |            |        |
|     |      | Supply, Delivery, Installation  |            |        |

Total amount in words: \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative  
 (Duly authorized to sign the Bid)

\_\_\_\_\_  
 Business Address

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

\_\_\_\_\_  
 Telephone/Fax No/Email Address