



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

## REQUEST FOR QUOTATION

February 2, 2021

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for **OFFICE SUPPLIES** 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 AND DELIVERY OF COMMON-USED OFFICE SUPPLIES</b>
Location	<b>Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015</b>
Approved Budget	<b>48,260.00</b>
Scope of Services	<b>See the attached Terms and Conditions (Annex "B")</b>

Submission of sealed **Price Quotation** (*using the prescribed form, Annex "A"*), **Statement of Compliance to Terms and Conditions** (*Annex "B"*) and **Eligibility Documents** is on or before **5:00 P.M of February 8, 2021** at the BOC-Mactan Administrative Section office, MCIA Cargo Area, Barangay Ibo, Lapu-lapu City. Eligibility Documents shall include the following:

- a) Current Mayor's/Business Permit or in cases of expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted prior to payment of services;
- b) PhilGEPS Registration Number; and
- c) A duly accomplished Omnibus Sworn Statement in the form prescribed by the 2016 RIRR of RA 9184 with Secretary's Certificate or Special Power of Attorney as applicable or unnotarized Omnibus Sworn Statement, Secretary's Certificate or Special Power of Attorney as an alternate document, provided that the notarized documents shall be submitted prior to payment of services.

**The term of payment is through check payment, subject to withholding and final taxes (BIR Form 2306 & 2307).**

Open submission may be done, manually and electronically thru [victoria.arandillo@customs.gov.ph](mailto:victoria.arandillo@customs.gov.ph) and [francesmargaret.quitco@customs.gov.ph](mailto:francesmargaret.quitco@customs.gov.ph).

The BOC-Subport 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-Subport 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 032-340-4197.

Very truly yours,

  
FRANCES MARGARET QUITCO  
Chief, Administrative Section

*A Modernized and Credible Customs Administration That is Among the World's Best*

Bureau of Customs Subport of Mactan  
MCIA Cargo Road, Barangay Ibo, Lapu-Lapu City Cebu  
Tel.: (032) 340-4197 Fax: (032) 340-4196  
E-mail: [p07b.customsph@gmail.com](mailto:p07b.customsph@gmail.com)



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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 **COMMON-USED OFFICE SUPPLIES:**

QTY	UOM	Item Description	Unit Price	Amount
50	Piece	Ballpen-Blue		
2	Unit	Corkboard 24" x 24"		
15	Bottle	Correction Ink		
3	Bundle	Legal Size Folder, 50 pieces per bundle		
10	Piece	Masking Tape 2"		
20	Roll	Trashbag, medium, 10pcs per roll/pack		
5	Piece	Tape Dispenser, Table-Top		
15	Piece	Tape, double-sided, 18 to 24mm width		
15	Piece	File Boxes - Brown		
2	Roll	Straw/Twine		
50	Piece	Folder Pressboard- US Green, Long		
2	Cartridge	Brother-TN 451 Black (jan-mar)		
2	Cartridge	Brother-TN 451 Cyan (jan-mar)		
2	Cartridge	Brother-TN 451 Yellow (jan-mar)		
2	Cartridge	Brother-TN 451 Magenta (jan-mar)		

Note: See attached Terms and Condition (Annex "B")

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  
Address

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

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