



# BUREAU OF CUSTOMS

Professionalism Integrity Accountability



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Furnitures and Fixtures, Office Equipment and Office Supplies for New Training Room at the NPO Building"** 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 Furnitures and Fixtures, Office Equipment and Office Supplies for New Training Room at the NPO Building**

Location: **Bureau of Customs Port Area Manila**

Approved Budget for the Contract (ABC): **Six Hundred Fifty Thousand Pesos (Php650,000.00) – inclusive of tax**

Specifications:

### **LOT 1: ABC - Six Hundred Three Thousand Pesos (Php603,000.00)**

QTY.	UNIT	ITEM	DESCRIPTION
1	Piece	Center Table	<ul style="list-style-type: none"><li>• Tempered Glass, Stainless Steel Leg</li><li>• Black</li><li>• L30 x W23 x H16.5</li></ul>
65	Pieces	Foldable Chairs	<ul style="list-style-type: none"><li>• Fabric Seat</li><li>• Mesh Back</li><li>• 33" height</li><li>• 22" depth</li><li>• 24" width</li><li>• 250 pounds</li></ul>
30	Pieces	Dual Foldable Tables	<ul style="list-style-type: none"><li>• Tabletop: W1200 X D500 X H25mm</li><li>• Front Panel: W1100 X D350 X H16mm</li><li>• 25mm MFC foldable desktop</li><li>• Metal Base</li><li>• Electrostatic painting</li><li>• Moveable wheels</li></ul>
1	Piece	Podium	<ul style="list-style-type: none"><li>• 26.8" x 47.5" x 16.0"</li><li>• Base Width 26.8 X Height 0.75 X Depth 14.8</li><li>• Weight: 72.0lbs</li><li>• Material: Acrylic</li><li>• Floor Standing</li><li>• Color: Clear</li><li>• Plastic or Acrylic Thickness 0.5</li></ul>

			<ul style="list-style-type: none"> <li>• With BOC Logo</li> </ul>
1	Set	Flagpole and Flag	<ul style="list-style-type: none"> <li>• Wooden Flagpole</li> <li>• 7ft Height</li> <li>• With 3x6 Nylon Philippine Flag</li> <li>• Round wooden Flagpole Stand</li> </ul>
5	Pieces	Executive Chairs	<ul style="list-style-type: none"> <li>• 611130 Executive Chairs</li> <li>• Black Plastic; fixed armrest with leather</li> <li>• Seat Height adjustment</li> <li>• Chrome base</li> <li>• 60 x 40 cm</li> </ul>
1	Piece	Large Steel Filing Cabinet	<ul style="list-style-type: none"> <li>• Model: 4-Layer Lateral Steel Filing Cabinet</li> <li>• Standard Size: H1328 x W900 x D450 mm</li> <li>• Packaging Dimension: H135 x W14 x L94 cm</li> <li>• Weight: 51kgs</li> <li>• Thickness: 0.66mm</li> <li>• Color: Gray</li> </ul>
3	Pieces	Vertical Steel Filing Cabinet	<ul style="list-style-type: none"> <li>• High quality cold-rolled steel</li> <li>• Full extension drawers glide on imported bearing locked in channel on both sides</li> <li>• With 01-adjustable divider per each drawer</li> <li>• Recessed handles with label holder, 01-cylinder lock and 02-pcs keys</li> <li>• Gauge No. 16 for railings</li> <li>• Finish: Smooth Plain Enamel</li> <li>• Standard Color: Beige, Blue, Flat Brown, Gray, Green and Wrinkle Brown</li> <li>• 42" height x 18.5" width x 28.5" depth</li> </ul>
3	Pieces	Clerical Tables	<ul style="list-style-type: none"> <li>• With Cabinets</li> <li>• 1400 x 700mm</li> <li>• Height: 750mm</li> </ul>

**LOT 2: ABC – Forty Seven Thousand Pesos (Php47,000.00)**

QTY.	UNIT	ITEM	DESCRIPTION
1	Piece	Speaker	<ul style="list-style-type: none"> <li>• Crown Pro-5008R 15"2 Way 400W Powered Portable Sound System</li> <li>• Plastic Cabinet</li> <li>• AC220V or DC12V (With Built-in Re-Chargeable Batteries)</li> <li>• With 2 Wireless Microphone</li> <li>• With 2 Mic Input (1 XLR, 1PL55)</li> <li>• Bluetooth Connection</li> </ul>
1	Piece	Hanging White Board	<ul style="list-style-type: none"> <li>• Aluminum Frame</li> <li>• 4ft x 6ft</li> </ul>
2	Pieces	White Board with Stand	<ul style="list-style-type: none"> <li>• White Board with rollers</li> <li>• Aluminum Frame</li> <li>• 48 x 60 inches; 4 x 5 feet; 1.22 x 1.52 meters</li> </ul>

Delivery Duration/ Terms: 20 working days (LOT 1)  
5 working days (LOT 2)

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before July 3, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website.

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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**

Acting Chief, General Services Division

Annex "A"

## PRICE QUOTATION FORM

Date

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

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:

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Delivery Duration/ Term: 20 working days (LOT 1)  
5 working days (LOT 2)

Total amount in words and figures:

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

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

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

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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