



# 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 the **Supply and Delivery of Office Equipment**, 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 Office Equipment**  
Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City  
Approved Budget for the Contract: One hundred fourteen thousand one hundred fifty pesos only (Php114,150.00) inclusive of tax

Specifications :

Item No.	Qty.	Unit of Measure	Item and Specifications
	7	unit	Multifunction Printer (Print, Scan, Copy), colored, continuous ink system, wired/wireless connectivity
	5	unit	UPS, 650VA

Interested suppliers are required to submit their valid and current Mayor's Permit, BIR Certificate of Registration (BIR Form 2303), PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **August 27, 2020 10:00 a.m.**, at Collector's Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

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. 335-0998/337-2684 or email us at [portofiloilo@yahoo.com.ph](mailto:portofiloilo@yahoo.com.ph) or [susherrie.farren@customs.gov.ph](mailto:susherrie.farren@customs.gov.ph).

Very truly yours,

  
**MA. LOURDES G. DEVEZA**  
AO IV/OIC- Administrative Division

Muelle Loney Street, Iloilo City 5000  
Tel. Nos (033)-337-5830, (033)-335-0998  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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



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Annex "A"

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date  
The Bids and Awards Committee  
Bureau of Customs  
Port of Iloilo

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:

Item No.	Qty.	Unit of Measure	Item and Specifications	Unit Cost	Total Cost
	7	unit	Multifunction Printer (Print, Scan, Copy), colored, continuous ink system, wired/wireless connectivity		
	5	unit	UPS, 650VA		

Warranty: \_\_\_\_\_

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)

Muelle Loney Street, Iloilo City 5000  
Tel. Nos (033)-337-5830, (033)-335-0998  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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