



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Lateral Filling Steel Cabinet for Office of the Commissioner"** 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 Lateral Filling Steel Cabinet for Office of the Commissioner**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **One Hundred Forty-Four Thousand Pesos (Php144,000.00) - inclusive of tax**

Specifications:

1LOT

QTY	UNIT	ITEM	DESCRIPTION
10	Pcs	Lateral Steel Filling	<ul style="list-style-type: none"> • 3 Layers with Anti-Tilt Lock Mechanism • Compatible with A4, FC, Letter and Legal-Size files • Dimensions: 90(W) x 103 (D) x 45 (H) cm • Weight: 52kgs
Delivery Term: 7 calendar days Subject to Retention Money 1-5% of Contract Amount			

Interested suppliers are required to submit hard 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, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **April 26, 2021** 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

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.



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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.

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

Project Name: Supply and Delivery of Lateral Filling Steel Cabinet for Office of the Commissioner

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:

QTY	UNIT	ITEM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10	Pcs	Lateral Steel Filling	<ul style="list-style-type: none"> • 3 Layers with Anti-Tilt Lock Mechanism • Compatible with A4, FC, Letter and Legal-Size files • Dimensions: 90(W) x 103 (D) x 45 (H) cm • Weight: 52kgs 		
Delivery Term: 7 calendar days Subject to Retention Money 1-5% of Contract Amount					

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

Mayor's Permit No. _____

PhilGEPS Registration No. _____



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

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

South Harbor, Gate 3, Port Area, Manila 1099
8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph