



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Office Supplies for 2<sup>ND</sup> Quarter"** 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 Supplies for 2<sup>nd</sup> Quarter**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Nine Hundred Eighty-One Thousand and Sixty-Six Pesos (PHP 981,066.00) - inclusive of tax**

Specifications:

**1LOT**

<b>QTY.</b>	<b>Unit</b>	<b>DESCRIPTION</b>
100	Pack	Battery AA (4's)
100	Pack	Battery AAA (4's)
1000	Ream	Bond Paper, Multi-Copy, A4, 80GSM
1000	Ream	Bond Paper, Multi-Copy, Legal, 80GSM
200	Pack	Sign Here Flags 25x43MM (50's)
200	Piece	Correction Tape 5mm x 8m
5000	Piece	Envelope, Documentary, Legal
100	Box	Fastener, Metal 70MM
2000	Piece	File Folder, A4
2000	Piece	File Folder, Legal
200	Piece	Presentation Folder (Transparent Front Cover), A4
200	Piece	Presentation Folder (Transparent Front Cover), Legal
100	Piece	Flash Drive 8GB



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

5	Piece	Portable Hard Drive 4TB
2000	Piece	Folder Pressboard, Legal
1000	Piece	Pencil with Eraser #2
50	Piece	Pencil Sharpener, 9-10MM
100	Pack	Photo Paper A4 230GSM High Gloss
100	Book	Record Book, 300 Pages
100	Book	Record Book, 500 Pages
100	Box	Rubber Band, 70MM (#18)
100	Pair	Scissors, Symmetrical, Length: 70MM
100	Bottle	Stamp Pad Ink (Purple)
100	Piece	Stapler, Standard
100	Box	Staple Wire, Standard
100	Piece	Staple Wire Remover (Metal), Plier Type
150	Roll	Tape, Masking, 24MM
150	Roll	Tape, Masking, 48MM
150	Roll	Tape Transparent, 24MM
150	Roll	Tape Transparent, 48MM
150	Roll	Tape Packaging, 48MM
50	Unit	Calculator, 12 Digits
200	Piece	Storage Box, Hard Bound

**Delivery Term/Duration: 10 calendar days**

Subject to Retention Money 1-5% Contract Amount

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

South Harbor, Gate 3, Port Area, Manila 1099

0697-4897, 0697-1835 | www.bcu.dfa.gov.ph | bcu@bcu.dfa.gov.ph



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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 **May 10, 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.

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



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Annex "A"

## PRICE QUOTATION FORM

Date

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

**Project Title: Supply and Delivery of Office Supplies for 2<sup>nd</sup> Quarter**

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:

1LOT

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
100	Pack	Battery AA (4's)		
100	Pack	Battery AAA (4's)		
1000	Ream	Bond Paper, Multi-Copy, A4, 80GSM		
1000	Ream	Bond Paper, Multi-Copy, Legal, 80GSM		
200	Pack	Sign Here Flags 25x43MM (50's)		
200	Piece	Correction Tape 5mm x 8m		
5000	Piece	Envelope, Documentary, Legal		
100	Box	Fastener, Metal 70MM		
2000	Piece	File Folder, A4		
2000	Piece	File Folder, Legal		
200	Piece	Presentation Folder (Transparent Front Cover), A4		
200	Piece	Presentation Folder (Transparent Front Cover), Legal		
100	Piece	Flash Drive 8GB		

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

South Harbor, Gate 3, Port Area, Manila 1099

0227-4627, 0227-1925 | www.customs.gov.ph | [hoc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

5	Piece	Portable Hard Drive 4TB		
2000	Piece	Folder Pressboard, Legal		
1000	Piece	Pencil with Eraser #2		
50	Piece	Pencil Sharpener, 9-10MM		
100	Pack	Photo Paper A4 230GSM High Gloss		
100	Book	Record Book, 300 Pages		
100	Book	Record Book, 500 Pages		
100	Box	Rubber Band, 70MM (#18)		
100	Pair	Scissors, Symmetrical, Length: 70MM		
100	Bottle	Stamp Pad Ink (Purple)		
100	Piece	Stapler, Standard		
100	Box	Staple Wire, Standard		
100	Piece	Staple Wire Remover (Metal), Plier Type		
150	Roll	Tape, Masking, 24MM		
150	Roll	Tape, Masking, 48MM		
150	Roll	Tape Transparent, 24MM		
150	Roll	Tape Transparent, 48MM		
150	Roll	Tape Packaging, 48MM		
50	Unit	Calculator, 12 Digits		
200	Piece	Storage Box, Hard Bound		

**Delivery Term/Duration: 10 calendar days**

Subject to Retention Money 1-5% Contract Amount

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

South Harbor, Gate 3, Port Area, Manila 1099

8527 4507, 8527 1000 | www.customs.gov.ph | tax.customs@customs.gov.ph



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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. \_\_\_\_\_

(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 4527, 8527 1225 | [www.customs.gov.ph](http://www.customs.gov.ph) | [custserv@customs.gov.ph](mailto:custserv@customs.gov.ph)