

**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 2nd 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 2nd Quarter**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **Nine Hundred Seventy-Two Thousand Eight Hundred Two Pesos and Fifty Centavos (PHP972,802.50) - inclusive of tax**
 Specifications:

LOT 1

| UNIT | ITEM DESCRIPTION | QUANTITY |
|-------------|---|-----------------|
| piece | Ball Point Pen, Black | 1,000 |
| piece | Ball Point Pen, Blue | 1,000 |
| piece | Balikbayan Box 20(h)x20(l)x20(w) inches | 150 |
| ream | Bond Paper, Multi-Copy, Legal, 80gsm | 500 |
| pack | Battery AA (4's) | 150 |
| pack | Battery AAA (4's) | 150 |
| box | Clip Back fold, 19mm | 250 |
| box | Clip Back fold, 25mm | 250 |
| box | Clip Back fold, 32mm | 250 |
| box | Clip Back fold, 50mm | 250 |
| piece | Data File Box | 100 |
| piece | Envelope Expanding Legal Brown | 2,000 |
| piece | Envelope, Documentary, Legal | 2,000 |
| piece | External Hard Drive 1TB | 7 |
| box | Fastener Plastic 70mm | 150 |
| set | File Tab Divider, A4 | 200 |
| set | File Tab Divider, Long | 200 |
| piece | File Folder with Tab, A4 | 1,500 |
| piece | File Folder with Tab, Legal | 1,500 |
| piece | Folder PressedBoard, Legal | 1,500 |
| piece | Folder Presentation, A4, Clear Front | 150 |
| piece | Folder Presentation, Long, Clear Front | 150 |
| piece | Flash Drive 16gb | 100 |
| can | Furniture Cleaner | 100 |
| pack | Index Card (5x8 inches) (100's) | 50 |



| | | |
|-------|---|-----|
| pack | Index Card (3x5 inches) (100's) | 50 |
| can | Insecticide 600ml | 100 |
| piece | Marker Highlighter, Regular, Yellow | 200 |
| piece | Marker Highlighter, Regular, Orange | 200 |
| piece | Marker, Permanent, Black | 100 |
| piece | Marker, Whiteboard, Black | 100 |
| piece | Notebook, Steno (60 leaves) | 300 |
| pad | Note Pad 2x3 (3M) 100's | 300 |
| pad | Note Pad 3x3 (3M) 100's | 300 |
| pad | Note Pad 3x4 (3M) 100's | 300 |
| box | Pad Paper Clip 50mm | 200 |
| box | Pad Paper Clip 33mm | 200 |
| piece | Sign pen, Black 0.5 | 700 |
| piece | Sign pen, Blue 0.5 | 700 |
| set | Sign Here Flag 50's, 25.4mmx43.2mm | 250 |
| pack | Sticker Paper A4 | 100 |
| piece | Staple Wire Remover Plier type | 100 |
| piece | Storage Box, Hard Bound, Durable | 150 |
| roll | Tape, Packaging, width:48mm (Tan) | 150 |
| roll | Tape, Transparent, width:24mm | 200 |
| roll | Tape, Transparent, width:48mm | 200 |
| cart | Brother TN-3448 Ink Black | 12 |
| cart | HP 85A Ink, Black | 12 |
| cart | HP OfficeJet Pro 8020 Ink (915XL) Black | 12 |
| cart | HP OfficeJet Pro 8020 Ink (915XL) Magenta | 12 |
| cart | HP OfficeJet Pro 8020 Ink (915XL) Cyan | 12 |
| cart | HP OfficeJet Pro 8020 Ink (915XL) Yellow | 12 |

Delivery Term/Duration:15 calendar days

Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **June 5, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



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 2nd 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

| UNIT | ITEM DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|-------|--|----------|------------|-------------|
| piece | Ball Point Pen, Black | 1,000 | | |
| piece | Ball Point Pen, Blue | 1,000 | | |
| piece | Balikbayan Box 20(h)x20(l)x20(w) inches | 150 | | |
| ream | Bond Paper, Multi-Copy, Legal, 80gsm | 500 | | |
| pack | Battery AA (4's) | 150 | | |
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| box | Clip Back fold, 19mm | 250 | | |
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| box | Clip Back fold, 50mm | 250 | | |
| piece | Data File Box | 100 | | |
| piece | Envelope Expanding Legal Brown | 2,000 | | |
| piece | Envelope, Documentary, Legal | 2,000 | | |
| piece | External Hard Drive 1TB | 7 | | |
| box | Fastener Plastic 70mm | 150 | | |
| set | File Tab Divider, A4 | 200 | | |
| set | File Tab Divider, Long | 200 | | |
| piece | File Folder with Tab, A4 | 1,500 | | |
| piece | File Folder with Tab, Legal | 1,500 | | |
| piece | Folder PRESSEDBoard, Legal | 1,500 | | |
| piece | Folder Presentation, A4, Clear Front | 150 | | |
| piece | Folder Presentation, Long, Clear Front | 150 | | |
| piece | Flash Drive 16gb | 100 | | |
| can | Furniture Cleaner | 100 | | |



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

| | | | | |
|---------------------|---|-----|--|--|
| pack | Index Card (5x8 inches) (100's) | 50 | | |
| pack | Index Card (3x5 inches) (100's) | 50 | | |
| can | Insecticide 600ml | 100 | | |
| piece | Marker Highlighter, Regular, Yellow | 200 | | |
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| cart | HP OfficeJet Pro 8020 Ink (915XL) Cyan | 12 | | |
| cart | HP OfficeJet Pro 8020 Ink (915XL) Yellow | 12 | | |
| Total Amount | | | | |

Total amount in words: _____

Delivery Term/Duration: 15 calendar days

Subject to Retention Money 1-5% Contract Amount

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



Very truly yours,

Name/ Signature of Representative

Name of Company

Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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