



September 7, 2023

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Small Value Procurement for the **Supply and Delivery of Office Supplies** 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**
Location: **Port of Manila, Bureau of Customs, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **FOUR HUNDRED FIFTY-FOUR THOUSAND ONE ONE HUNDRED FORTY PESOS ONLY (P454,140.00) inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Box	EXPANDABLE ENVELOPE - Width 24mm - 50m usable length	10
Piece	CORRECTION TAPE - Width 48mm - 50m usable length	120
Pad	NOTEPAD - Size: 3 x 3 inches - Color: Yellow - Packaging Size: 100 sticky notes per pack	200
Roll	PLASTIC TWINE - 1KG - 25 KG Breaking Strength	30
Piece	ARCH FILE - W: 75mm - H: 230mm - L: 380mm - Made of Chipboard - All Steel Taglia lock	120
Roll	DUCT TAPE - Long Lasting - Weather resistant - Silver - 48mmX10m	50
Roll	TAPE TRANSPARENT - Width 24mm - 50m usable length	150
Piece	SCISSOR - For office and house use - Length : 160mm - Cutting blade length : 1.70mm	120
Piece	A4 FOLDER WITH TAB - For A4 sized documents - Material : Tagboard	2500

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BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<ul style="list-style-type: none"> - White - 100 pcs. Per pack 	
Piece	LEGAL FOLDER WITH TAB <ul style="list-style-type: none"> - For legal sized documents - Material : Tagboard - White - 100 pcs. Per pack 	1200
Piece	BALLPEN – BLUE <ul style="list-style-type: none"> - Liquid - 0.7mm - One piece barrel 	500
Piece	BALLPEN - BLACK <ul style="list-style-type: none"> - Liquid - 0.7mm - One piece barrel 	500
Piece	SIGN PEN - BLACK <ul style="list-style-type: none"> - Liquid - 0.5mm Needle Type - One piece barrel 	500
Piece	SIGN PEN – BLUE <ul style="list-style-type: none"> - Liquid - 0.5mm Needle Type - One piece barrel 	500
Pack	FILE TAB DIVIDER A4 <ul style="list-style-type: none"> - A4 - Made of Bristol board 	100
Pack	FILE TAB DIVIDER LEGAL <ul style="list-style-type: none"> - Legal - Made of Bristol board 	100
Piece	STENO NOTEBOOK <ul style="list-style-type: none"> - Spiral - 150mmX225mm - Ruled 	50
Piece	TAPE DISPENSER <ul style="list-style-type: none"> - Heavy Duty - Non skid rubber base - 	30
Box	STAPLE WIRE - STANDARD <ul style="list-style-type: none"> - 500 wires / box - Made of steel wire coated with zinc - 100 wires per strip 	100
Roll	MASKING TAPE 48mm <ul style="list-style-type: none"> - Width 24mm - 50mm usable length 	30
Roll	MASKING TAPE 24mm <ul style="list-style-type: none"> - Width 24mm - 50mm usable length 	30
Ream	COPY PAPER A4 <ul style="list-style-type: none"> - 80 GSM - Size : 210MMX297MM, A4 - Thickness: .09MM - Opacity: 90% 	400

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	- Brightness: 90%	
Ream	COPY PAPER LEGAL - 80 GSM - Size : 216MMX330MM, Legal - Thickness: .09MM - Opacity: 90% - Brightness: 90%	400
Piece	BROWN ENVELOPE A4 Made Of Pulp Paper Brown Color . Approx. 140Gsm, Can Hold Up To 100 Sheets Of Paper	1200
Piece	BROWN ENVELOPE LEGAL Made Of Pulp Paper Brown Color . Approx. 140Gsm, Can Hold Up To 100 Sheets Of Paper	700

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract

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 be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), 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 **September 13, 2023 (10:00 AM)**, manually at the Supply Unit, Administrative Division, Ground Floor POM Prefab Building, Port Area Manila.

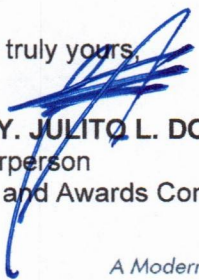
Award of contract shall be awarded to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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 09178629765 or email us at tuazona@customs.gov.ph.

Very truly yours,


ATTY. JULITO L. DORIA
Chairperson
Bids and Awards Committee

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PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS
 Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item	Quantity	Unit Price	Total Price

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