INTEGRITY

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PROFESSIONALISM

ACCOUNTABILITY

### **REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Supply and Delivery of Furniture and Fixtures for the Office of the Director, Legal Service, RCMG" 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 Furniture and Fixtures for

the Office of the Director, Legal Service, RCMG

Location: General Services Division, OCOM Building, Gate 3,

South Harbor, Port Area, Manila

Approved Budget for

**Eighty-Eight Thousand Four Hundred Pesos** 

the Contract: (PHP88,400.00) - inclusive of tax

Specifications:

#### LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
Piece	Conference Table	
	Four (4) to Six (6) seater	4
	Material: MDF Board	1
	<ul> <li>Size: at least 1800L x 900W x 750H mm</li> </ul>	
Piece	Conference Chair	
	Leg base	6
	Size: at least 63W x 58D x 81H cm	
Piece	Executive Chair	
	Material: Leatherette, Chrome Leg	1
	Color: Black	1
	Size: at least 76W X 58D X 110H cm	
Piece	Executive Table (w/ pedestal and side drawer)	
	<ul> <li>with mobile pedestal and drawer</li> </ul>	1
	Color: Cherry	1
•	Size: at least 1.6m	
Piece	Clerical Chair	
	Material: Leatherette, Chrome Leg	4
	Color: Black	7
	<ul> <li>Size: at least 65W X 57D X 90-100H cm</li> </ul>	

### 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 &



# BUREAU OF CUSTOMS





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 October 31, 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.

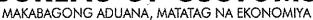
The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGANT D' GALSIM Head, BAC Secretariat/ Chief Administrative Officer General Services Division

# **BUREAU OF CUSTOMS**





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Annex "A"

## **PRICE QUOTATION FORM**

Date

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

Project Title: Supply and Delivery of Furniture and Fixtures for the Office of the Director, Legal Service, RCMG

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	Conference Table     Four (4) to Six (6) seater     Material: MDF Board     Size: at least 1800L x 900W x 750H mm	1		
Piece	Conference Chair  • Leg base  • Size: at least 63W x 58D x 81H cm	6		
Piece	<ul> <li>Executive Chair</li> <li>Material: Leatherette, Chrome Leg</li> <li>Color: Black</li> <li>Size: at least 76W X 58D X 110H cm</li> </ul>	1		
Piece	Executive Table (w/ pedestal and side drawer)  • with mobile pedestal and drawer  • Color: Cherry  • Size: at least 1.6m	1		
Piece	Clerical Chair	4		
		TOTAL	TNUOMA	

Total amount in words:		



# BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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# 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 quotation)	of the	above	documents	upon	submission	of