



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 the Contract: **Eighty-Eight Thousand Four Hundred Pesos (PHP88,400.00) - inclusive of tax**

Specifications:

LOT 1

| UNIT | ITEM DESCRIPTION | QUANTITY |
|-------|---|----------|
| Piece | Conference Table <ul style="list-style-type: none"> Four (4) to Six (6) seater Material: MDF Board Size: at least 1800L x 900W x 750H mm | 1 |
| Piece | Conference Chair <ul style="list-style-type: none"> Leg base Size: at least 63W x 58D x 81H cm | 6 |
| Piece | Executive Chair <ul style="list-style-type: none"> Material: Leatherette, Chrome Leg Color: Black Size: at least 76W X 58D X 110H cm | 1 |
| Piece | Executive Table (w/ pedestal and side drawer) <ul style="list-style-type: none"> with mobile pedestal and drawer Color: Cherry Size: at least 1.6m | 1 |
| Piece | Clerical Chair <ul style="list-style-type: none"> Material: Leatherette, Chrome Leg Color: Black Size: at least 65W X 57D X 90-100H cm | 4 |

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 **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,

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 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 <ul style="list-style-type: none"> • Four (4) to Six (6) seater • Material: MDF Board • Size: at least 1800L x 900W x 750H mm | 1 | | |
| Piece | Conference Chair <ul style="list-style-type: none"> • Leg base • Size: at least 63W x 58D x 81H cm | 6 | | |
| Piece | Executive Chair <ul style="list-style-type: none"> • Material: Leatherette, Chrome Leg • Color: Black • Size: at least 76W X 58D X 110H cm | 1 | | |
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| Piece | Clerical Chair <ul style="list-style-type: none"> • Material: Leatherette, Chrome Leg • Color: Black • Size: at least 65W X 57D X 90-100H cm | 4 | | |
| TOTAL AMOUNT | | | | |

Total amount in words: _____



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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)