



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

### 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 Equipment for Revenue Accounting Division (RAD)"** 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 Equipment for Revenue Accounting Division (RAD)**  
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Ninety-Seven Thousand Pesos (PHP97,000.00) - inclusive of tax**  
Specifications:

#### LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
unit	<b>Heavy Duty Vacuum Cleaner</b> <ul style="list-style-type: none"><li>Wet and Dry Pickup</li><li>Auto Shut Off Prevents overflow</li><li>Tank Capacity: at least 20L</li><li>Easy to maneuver with built-in castor wheels</li><li>Hose Length: 1.5m</li><li>Cord Length: 3m</li></ul>	2
unit	<b>Heavy Duty Scanner</b> <ul style="list-style-type: none"><li>Scan speed: at least 25ppm</li><li>Scan up to A3</li><li>Scan from 27gsm to 413gsm</li><li>Paper Protection Function</li><li>Operating System Compatibility: Windows 11, Windows 10, Windows 8, Windows 7</li></ul>	3

**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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. 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 **April 23, 2024, 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](mailto:bacsecretariat@customs.gov.ph) or [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

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



**PRICE QUOTATION FORM**

Date

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

**Project Title: Supply and Delivery of Office Equipment for Revenue Accounting Division (RAD)**

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
unit	<b>Heavy Duty Vacuum Cleaner</b> <ul style="list-style-type: none"> <li>• Wet and Dry Pickup</li> <li>• Auto Shut Off Prevents overflow</li> <li>• Tank Capacity: at least 20L</li> <li>• Easy to maneuver with built-in castor wheels</li> <li>• Hose Length: 1.5m</li> <li>• Cord Length: 3m</li> </ul>	2		
unit	<b>Heavy Duty Scanner</b> <ul style="list-style-type: none"> <li>• Scan speed: at least 25ppm</li> <li>• Scan up to A3</li> <li>• Scan from 27gsm to 413gsm</li> <li>• Paper Protection Function</li> <li>• Operating System Compatibility: Windows 11, Windows 10, Windows 8, Windows 7</li> </ul>	3		
<b>TOTAL AMOUNT</b>				

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



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\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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



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