



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Plaque"** 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 Plaque**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Seventy-One Thousand Pesos (PHP71,000.00)- inclusive of tax**  
 Specifications: **1 LOT**

Quantity	Unit	Description
14	Pieces	<ul style="list-style-type: none"> <li>• Generic</li> <li>• Wood Frame 8x6</li> <li>• Capiz 5 ½</li> </ul>
16	Pieces	<ul style="list-style-type: none"> <li>• Length 10cm</li> <li>• Width 3.8cm</li> <li>• Steel Plate</li> <li>• Name Engraving</li> </ul>

**Delivery Term: 7 working days**  
**Subject to 1-5% Retention Money**

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **November 02, 2022, 10:00 a.m.**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.



# BUREAU OF CUSTOMS

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
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: **Catering Services for News Writing and Technical Report Writing**

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:

Quantity	Unit	Description	Unit Price	Total Amount
14	Pieces	<ul style="list-style-type: none"> <li>• Generic</li> <li>• Wood Frame 8x6</li> <li>• Capiz 5 1/2</li> </ul>		
16	Pieces	<ul style="list-style-type: none"> <li>• Length 10cm</li> <li>• Width 3.8cm</li> <li>• Steel Plate</li> <li>• Name Engraving</li> </ul>		

**Delivery Term: 7 working days**  
**Subject to 1-5% Retention Money**

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

\_\_\_\_\_  
Phone/Contact Number



# BUREAU OF CUSTOMS

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

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

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