

BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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 Supplies for 1st Quarter" 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 for 1st Quarter

Location : Bureau of Customs, Port Area, Manila

Approved Budget : Nine Hundred Eighty Thousand One Hundred Twenty-Five

for the Contract Pesos (Php980,125.00) - inclusive of tax

Specifications

| ITEM | UNIT | ITEM DESCRIPTION | QUANTITY |
|------|-------|--------------------------------------|----------|
| 1 | piece | Sign Pen .5, Black | 800 |
| 2 | piece | Sign Pen .5, Blue | 800 |
| 3 | piece | Optical Mouse, Wired | 100 |
| 4 | ream | Bond Paper, Multi-copy, A4, 80gsm | 1,000 |
| 5 | ream | Bond Paper, Multi-copy, Legal, 80gsm | 1,000 |
| 6 | piece | Correction Tape | 500 |
| 7 | piece | Clear Book, 20 sheets, A4 | 100 |
| 8 | piece | Clear Book, 20 sheets, Legal | 100 |
| 9 | piece | Envelope, Documentary, Legal | 3,000 |
| 10 | piece | Envelope, Expanding, Legal | 3,000 |
| 11 | piece | File Folder with Tab, A4 | 2,000 |
| 12 | piece | File Folder with Tab, Legal | 2,000 |
| 13 | set | File Tab Divider, A4 Bristol | 200 |
| 14 | set | Filt Tab Divider, Legal Bristol | 200 |
| 15 | piece | Flash Drive, 16gb | 100 |
| 16 | piece | Portable Hard Drive, 1TB | 20 |
| 17 | can | Insecticide, 500ml | 100 |
| 18 | pad | Note Pad 2x3 | 400 |
| 19 | pad | Note Pad 3x3 | 400 |
| 20 | pad | Note Pad 3x4 | 400 |
| 21 | pack | Sticker Paper | 100 |
| 22 | piece | Permanent Marker, Black | 500 |
| 23 | piece | Permanent Marker, Blue | 500 |
| 24 | piece | Whiteboard Marker, Black | . 200 |
| 25 | piece | Whiteboard Marker, Blue | 200 |
| 26 | pack | Laminating Film, A4 | 150 |



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PROFESSIONALISM INTEGRITY ACCOUNTAI

| 27 | piece | Ruler, plastic, 12" 200 | |
|----|--------|---------------------------------|-----|
| 28 | bottle | Stamp Pad Ink, bottle, purple | 50 |
| 29 | bottle | Stamp Pad Ink, bottle, black | 50 |
| 30 | bottle | Stamp Pad Ink, bottle, blue | 50 |
| 31 | bottle | Stamp Pad Ink, bottle, red | 50 |
| 32 | box | Stapler Wire, 26/6 | 200 |
| 33 | box | Staple Wire, 23/13 | 200 |
| 34 | piece | Staple Wire Remover, Plier Type | 200 |
| 35 | pack | Sign Here Flaglets, (50's) | 300 |
| 36 | piece | Storage Box, Hard Bound | 200 |
| 37 | piece | Tape Dispenser | 50 |
| 38 | roll | Tape, Transparent, 24mm | 200 |
| 39 | cart | Toner, Brother TN-3448, Black | 15 |

Delivery Duration: 10 calendar days

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, 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 sealed.

Submission of quotation and eligibility documents is on or before February 22, 2022, 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. 8527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGANI'D. GALSIM
Chief Administrative Officer
General Services Division



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PROFESSIONALISM INTEGRITY

ACCOUNTABILITY

Annex "A"

PRICE QUOTATION FORM

Date:

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

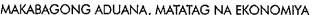
Sir/Madam:

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:

| ITEM | UNIT | ITEM DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|------|--------|--------------------------------------|-------|---------------|----------------|
| 1 | piece | Sign Pen .5, Black | 800 | | |
| 2 | piece | Sign Pen .5, Blue | 800 | | , |
| 3 | piece | Optical Mouse, Wired | 100 | | |
| 4 | ream | Bond Paper, Multi-copy, A4, 80gsm | 1,000 | | |
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| 30 | bottle | Stamp Pad Ink, bottle, blue | 50 | | |
| 31 | bottle | Stamp Pad Ink, bottle, red | 50 | | |



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| | | | GRAND TOTAL: | |
|----|-------|---------------------------------|--------------|--|
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| 38 | roll | Tape, Transparent, 24mm | 200 | |
| 37 | piece | Tape Dispenser | 50 | |
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| 35 | pack | Sign Here Flaglets, (50's) | 300 | |
| 34 | piece | Staple Wire Remover, Plier Type | 200 | |
| 33 | box | Staple Wire, 23/13 | 200 | |
| 32 | box | Stapler Wire, 26/6 | 200 | |

Delivery Duration: 10 calendar days

The above-quoted prices are inclusive of all costs and applicable taxes.

| Very truly yours, | |
|---|---|
| 4 | |
| Name/ Signature of Representative | - |
| Name of Company | - |
| | |
| Telephone/Fax | • |
| Mayor's Permit No PhilGEPS Registration No (Please submit the photocopies of th | e above documents upon submission of quotation) |