



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for Purchase of Plaque for Bureau of Customs' Service awardees, 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 : Purchase of Plaque

Location : General Services Division, OCOM Building, Port Area Manila

Approved Budget for the Contract: Php 45,000.00

Specifications:

QTY.	DESCRIPTION
111pcs	Plaque- all glass (see attached sample picture) Size of: <ul style="list-style-type: none"><li>• Thickness- 1/4"</li><li>• Height- 7 inch.</li></ul>

Delivery Term: 10 pcs for delivery on Feb.2, 2015  
101 pcs for delivery after 15 days

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate and DTI/ SEC Registration, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before January 28, 2015, 10:00 am, 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 initialled 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. 527-9757 or email us at bochacsecretariat2014@gmail.com

Very truly yours,

  
**DIMPNA O. LEJOS**

OIC-Director, Administration Office

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:

Quantity	Description	Unit Price	Total Price
111pcs	Plaque- all glass (see attached sample picture) Size of: <ul style="list-style-type: none"><li>• Thickness- 1/4"</li><li>• Height- 7 inch.</li></ul>		

Delivery Term: 10pcs for delivery on Feb.2, 2015  
101pcs for delivery after 15 days

Warranty : \_\_\_\_\_ months from the date of delivery

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

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