



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 **Supply and Delivery of Drinking Water**, 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 Drinking Water**  
Location : **General Services Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Three Hundred Thousand Pesos (Php300,000.00), inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
8120	rounds	(5) Five-gallon round containers of Purified Drinking Water <ul style="list-style-type: none"><li>• 290 rounds per week</li><li>• Minimum of 16 stages of purification/filtration process</li><li>• Content: 5 gallons per container</li><li>• Shape and quality of bottle: Round and polycarbonated resin type (brand new)</li><li>• Provision for closed delivery van/truck</li><li>• Monthly submission of Water Test Laboratory Certificate from DOH accredited water testing laboratory</li><li>• Sanitary Permit for the duration of the contract</li></ul>

Delivery Term: Weekly supply and delivery/distribution

Delivery day: Tuesday and Friday

Contract Duration: June 1,2017 to December 31,2017

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Omnibus Sworn Statement, 2016 Income/Business Tax Return, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before May 22, 2017, 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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**JOSEPH G. ESCASIO**

Officer-in-Charge, Administration Office  
Internal Administration Group



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
8120 rounds	(5) Five-gallon round containers of Purified Drinking Water <ul style="list-style-type: none"><li>• 290 rounds per week</li><li>• Minimum of 16 stages of purification/filtration process</li><li>• Content: 5 gallons per container</li><li>• Shape and quality of bottle: Round and poly carbonated resin type (brand new)</li><li>• Provision for closed delivery van/truck</li><li>• Monthly submission of Water Test Laboratory Certificate from DOH accredited water testing laboratory</li><li>• Sanitary Permits for the duration of the contract</li></ul>		

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)