



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Data File Folder (Arch Files)"** 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 Data File Folder (Arch files)**

Location : **Bureau of Customs Port Area Manila**

Approved Budget : **Nine Hundred Eighty Thousand Pesos**  
for the Contract (ABC) : **(Php980,000.00) inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
pcs	<ul style="list-style-type: none"> <li>• Hardbound data file folder with pocket ring and arch file mechanism</li> <li>• Size: 13 ¾ x 11 x 3" (Legal)</li> <li>• Color: Red</li> <li>• Type: Horizontal</li> </ul>	7,000

Delivery Duration/ Terms: 15 calendar days  
Subject to Retention Money 1-5%

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"). Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before February 08, 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. 527-9757 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



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Annex "A"

## PRICE QUOTATION FORM

Date

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

Project Title: **Supply and Delivery of Data File Folder (Arch Files)**

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:

UNIT	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
pcs	<ul style="list-style-type: none"><li>• Hardbound data file folder with pocket ring and arch file mechanism</li><li>• Size: 13 ¾ x 11 x 3" (Legal)</li><li>• Color: Red</li><li>• Type: Horizontal</li></ul>	7,000		

Delivery Duration/ Term: 20 calendar days

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

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

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

\_\_\_\_\_  
Phone/Contact Numner

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

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

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