



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Supply, Delivery, and Installation of Acrylic Office Signage for COA”** 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, Delivery, and Installation of Acrylic Office Signage for COA**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Seventy-Eight Thousand Six Hundred Pesos (PHP78,600.00) - inclusive of tax**

Specifications :

### LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
	<b>ACRYLIC SIGNAGE ON COMMISSION ON AUDIT (COA) – RECEPTION AREA/LOBBY</b>	
set	6mm thickness Clear Base Acrylic Glass 5x8 ft. with 4pcs. Stainless Standoff bolts mount	1
set	Acrylic cut-out letters 6mm thickness, Clear and Black	1
set	Build-up Acrylic Signage Logo non-lighted 570mm x 570mm	1
	<b>ACRYLIC SIGNAGE ON COMMISSION ON AUDIT (COA) – ORGANIZATIONAL STRUCTURE</b>	
set	6mm thickness Clear Base Acrylic Glass 4x8 ft. with 4pcs. Stainless Standoff bolts mount	1
set	Acrylic cut-out letters 6mm thickness, Clear, Red and Black	1
set	COA Logo Sticker on Acrylic Glass Transparent Printer Sticker	1
	<b>ACRYLIC SIGNAGE ON COMMISSION ON AUDIT (COA) – MISSION AND VISION</b>	
set	6mm thickness Clear Base Acrylic Glass 2x3 ft. with 4pcs. Stainless Standoff bolts mount	2
set	Acrylic cut-out letters 6mm thickness, Clear and Black	2
set	COA Logo Sticker on Acrylic Glass Transparent Printed Sticker	2
lot	<b>SUPPLY, INSTALLATION, AND DELIVERY</b> 1 to 6 nights Installation Manual Installation Safety Procedures of Installation Manpower and mobilization	3

**Delivery Term/Duration: 10 calendar days**  
Subject to Retention Money 1-5% Contract Amount



Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **June 25, 2024, 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. 8526-6571 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph) or [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

  
**ISAGAN D. GALSIM**  
Head, BAC Secretariat/  
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: Supply, Delivery, and Installation of Acrylic Office Signage for COA**

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:

1LOT

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
set	<b>ACRYLIC SIGNAGE ON COMMISSION ON AUDIT (COA) – RECEPTION AREA/LOBBY</b> 6mm thickness Clear Base Acrylic Glass 5x8 ft. with 4pcs. Stainless Standoff bolts mount	1		
set	Acrylic cut-out letters 6mm thickness, Clear and Black	1		
set	Build-up Acrylic Signage Logo non-lighted 570mm x 570mm	1		
set	<b>ACRYLIC SIGNAGE ON COMMISSION ON AUDIT (COA) – ORGANIZATIONAL STRUCTURE</b> 6mm thickness Clear Base Acrylic Glass 4x8 ft. with 4pcs. Stainless Standoff bolts mount	1		
set	Acrylic cut-out letters 6mm thickness, Clear, Red and Black	1		
set	COA Logo Sticker on Acrylic Glass Transparent Printer Sticker	1		
set	<b>ACRYLIC SIGNAGE ON COMMISSION ON AUDIT (COA) – MISSION AND VISION</b> 6mm thickness Clear Base Acrylic Glass 2x3 ft. with 4pcs. Stainless Standoff bolts mount	2		
set	Acrylic cut-out letters 6mm thickness, Clear and Black	2		



<b>set</b>	COA Logo Sticker on Acrylic Glass Transparent Printed Sticker	2		
<b>lot</b>	<b>SUPPLY, INSTALLATION, AND DELIVERY</b> 1 to 6 nights Installation Manual Installation Safety Procedures of Installation Manpower and mobilization	3		
<b>TOTAL AMOUNT</b>				

Total amount in words: \_\_\_\_\_

**Delivery Term/Duration: 10 calendar days**

Subject to Retention Money 1-5% Contract Amount

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

Very truly yours,

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

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

\_\_\_\_\_  
Contact No.

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

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

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

