



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 the **Supply and Delivery of Office and Janitorial Supplies**, 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 and Janitorial Supplies**

Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City

Approved Budget for the Contract: One Hundred Eleven Thousand Pesos Only  
**(Php111,000.00)** inclusive of tax

Specifications :

Item No.	Quantity	Unit of Measure	Item and Specifications
	75	Ream	Bond Paper, A4, substance 20
	40	Ream	Bond Paper, Long, substance 20
	40	Ream	Bond Paper, short, substance 20
	8	Gallon	Alcohol, 70% solution
	12	Piece	Epson Ink 003 (L1110/L3100), Black
	3	Set	Epson Ink 003 (L1110/L3100), color (Magenta, Cyan, Yellow)
	2	Piece	Pixma Ink, 811, black
	1	Piece	Pixma Ink, 811, color
	10	Piece	Epson Ink, 644, black
	3	Set	Epson Ink, 644, color (Magenta, Cyan, Yellow)
	60	Piece	Gel Pen/Sign Pen, 0.7, Black
	48	Piece	Gel Pen/Sign Pen, 0.7, Blue
	3	Set	Brother DCP-T420W Ink, Color (Magenta, Cyan, Yellow)
	12	Piece	Brother DCP-T420W Ink, Black
	700	Piece	Brown envelope, long
	500	Piece	Brown envelope, short
	3	Pack	Ziplock, transparent big, 9 1/2 x 13, 100pc/pack
	3	Pack	Ziplock, transparent small, 7 3/4 x 11, 100/pack
	3	Box	Binder Clips, 1.25, 12pcs/box
	12	Piece	Logbook, 300 pages
	36	Piece	Correction Tape
	300	Piece	Mailing Envelope, long
	12	Piece	Staple wire, # 35
	100	Rolls	TOILET TISSUE, 2 ply
	12	Bottle	Hand soap, Liquid 500ml
	84	Piece	Expandable Folder, Long, Blue
	48	Piece	Expandable Envelope, Long, Blue
	12	Pieces	Powder Soap, 1kg
	80	Rolls	TRASHBAG, plastic, black, 10pcs/roll, large
	12	Bottles	Multi-Purpose Cleaner, 1L
	12	Bottles	Muriatic Acid
	6	Can	Insecticide Spray, 510g
	5	Can	Disinfectant Spray, 510g





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	15	Piece	Air Freshener, spray
	8	Packs	File Folder, System, 100pcs/pack. White, Legal
	5	Pack	Double AA, battery 4pcs/pack
	12	Piece	Stamp pad Ink, black
	12	Pack	Post it, "Sign here"
	5	Piece	Puncher, big
	12	Piece	High Lighter, yellow-green
	6	Piece	Storage Box/File Storage
	6	Piece	Scissor
	36	Piece	Packing tape, brown 2'
	3	Piece	Calculator, 12 digits
	5	Piece	Mop head, Cotton
	2	Box	Pencil, Mongol 2 ,12pcs/box
	24	Box	Paper Fastener Long
	5	Piece	Soft broom
	2	Piece	Heavy duty stapler, big, 130 sheets high capacity
	6	Box	Heavy duty staple wire
	2	Pack	Special Paper, a4
			***Nothing Follows***

Interested suppliers are required to submit their valid and current Mayor's Permit, BIR Certificate of Registration (BIR Form 2303), PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **July 15, 2024, 5:00 p.m.**, at Administrative Division, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

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. 337-2684/09128159290 or email us at [boc\\_iloilo@customs.gov.ph](mailto:boc_iloilo@customs.gov.ph) or [siraj@customs.gov.ph](mailto:siraj@customs.gov.ph).

Very truly yours,

  
**JOCELYN H. DOFITAS**  
AO III/Acting Chief, Admin. Division

