



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 and Delivery of Office Supplies for 3rd Quarter”** 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 Supplies for 3rd Quarter**
Location: **General Services Division, OCOM Building, Gate 3,
South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Six Hundred Fifty-Five Thousand Two Hundred Fifty Pesos
(PHP655,250.00) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
piece	Ball Point Pen, Black (regular)	3,000
piece	Ball Point Pen, Blue (regular)	3,000
piece	Sign Pen, Black, 1.0mm	500
piece	Sign Pen, Blue, 1.0mm	500
piece	Presentation Folder, Clear Front, Legal Size, Blue	300
set	Sign Here Flag 50's 25.4mmx 43.2mm	600
pack	Laminating Film, A4 Size, 250 microns (10's)	200
piece	Certificate Holder, A4 Size, Blue, Double (Flip Type)	2,000
piece	Certificate Frame, Fit to A4 Size, Double Clear Glass Top Cover & Corner Lock, Gold Aluminum Frame w/ Spring and Metal Hanger	250
piece	ID Lace, Color: Dark Blue, Plain, length 43 cm. width 1.5cm	1,000
pack	Specialty Paper, Vellum/White, 220gsm, Legal Size (10's)	500
pack	Specialty Paper, Vellum/Cream, 220gsm, Legal Size (10's)	500
unit	LAMINATING MACHINE, A4 (w/ light indicators and 2 rollers) -Entry Width: 12, Max Temp 0 - 200 C, -Max Lam. Thickness: 250Mic, -Power: 500W, Measure: 25X53X12cm, -Weight: 7kg -A3, Long, A4, To Small Size	3
pack	Sticker Paper, A4, High Gloss, White (10's)	350
bottle	Original/Genuine Canon G1-71 PGBK (Black)	50
bottle	Original/Genuine Canon G1-71 C (Cyan)	50
bottle	Original/Genuine Canon G1-71 M (Magenta)	50
bottle	Original/Genuine Canon G1-71 Y (Yellow)	50
bottle	Original/Genuine Canon G1-76 BK (Black)	5
bottle	Original/Genuine Canon G1-76 C (Cyan)	5



Gate 3, South Harbor, Port Area, Manila 1018

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bottle	Original/Genuine Canon G1-76 M (Magenta)	5
bottle	Original/Genuine Canon G1-76 Y (Yellow)	5
	Note: <ul style="list-style-type: none"> For the Inks, bidders for this lot should submit a copy of Valid Certificate of Authorized Distributorship/Authorized Distributor attached to the bid. Brand for the pens should be at least 20 years in the industry. 	

Delivery Term/Duration: 15 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 **July 22, 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 or [boc-svp@customs.gov.ph](mailto: boc-svp@customs.gov.ph).

Very truly yours,

ISAGANI D. GALSIM
Head/BAC Secretariat/
Chief Administrative Officer
General Services Division



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Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: Supply and Delivery of Office Supplies for 3rd Quarter

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 COST	TOTAL COST
piece	Ball Point Pen, Black (regular)	3,000		
piece	Ball Point Pen, Blue (regular)	3,000		
piece	Sign Pen, Black, 1.0mm	500		
piece	Sign Pen, Blue, 1.0mm	500		
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TOTAL AMOUNT				

Total amount in words: _____

Delivery Term/Duration: 15 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)

