



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 4th 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 4th Quarter**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Four Hundred Forty-Eight Thousand Four Hundred Fifty-Five Pesos (PHP448,455.00) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
pack	Battery, dry cell, AAA, (4 pieces per pack)	160
pack	Battery, dry cell, AA, (4 pieces per pack)	200
set	File Tab Divider, A4 (5 pieces per set)	315
set	File Tab Divider, Legal/Long, (5 pieces per set)	315
piece	Folder, Pressboard, Long/Legal	4,500
piece	Marker Fine Tip, permanent, Black	300
piece	Marker Fine Tip, permanent, Blue	300
piece	Marker Fine Tip, whiteboard, Black	200
piece	Marker Fine Tip, whiteboard, Blue	200
pad	Note Pad, stick on, 3"x3" (100 sheets per pad)	600
pad	Note Pad, stick on, 2"x3" (100 sheets per pad)	600
pad	Note Pad, stick on, 3"x4" (100 sheets per pad)	600
piece	Sign Pen, Extra fine tip, Black (0.5 mm tip size)	450
piece	Sign Pen, Extra fine tip, Blue (0.5 mm tip size)	450
pack	Sticker Paper A4, White, High Gloss/Glossy (10 pieces per pack)	45
pack	Photo Paper A4, 200gsm/230gsm (20 pieces per pack)	45
can	Disinfectant Spray, Aerosol, (Minimum 400g)	450
piece	Stamp Pad, Felt, Violet	100

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 Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). Kindly **indicate the brand/s being offered**. All must be properly signed and sealed. Must be submitted in hard copy.



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph

Submission of quotation and eligibility documents is on or before **December 23, 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 [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



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 4th 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:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
pack	Battery, dry cell, AAA, (4 pieces per pack)	160		
pack	Battery, dry cell, AA, (4 pieces per pack)	200		
set	File Tab Divider, A4 (5 pieces per set)	315		
set	File Tab Divider, Legal/Long, (5 pieces per set)	315		
piece	Folder, Pressboard, Long/Legal	4,500		
piece	Marker Fine Tip, permanent, Black	300		
piece	Marker Fine Tip, permanent, Blue	300		
piece	Marker Fine Tip, whiteboard, Black	200		
piece	Marker Fine Tip, whiteboard, Blue	200		
pad	Note Pad, stick on, 3"x3" (100 sheets per pad)	600		
pad	Note Pad, stick on, 2"x3" (100 sheets per pad)	600		
pad	Note Pad, stick on, 3"x4" (100 sheets per pad)	600		
piece	Sign Pen, Extra fine tip, Black (0.5 mm tip size)	450		
piece	Sign Pen, Extra fine tip, Blue (0.5 mm tip size)	450		
pack	Sticker Paper A4, White, High Gloss/Glossy (10 pieces per pack)	45		
pack	Photo Paper A4, 200gsm/230gsm (20 pieces per pack)	45		
can	Disinfectant Spray, Aerosol, (Minimum 400g)	450		
piece	Stamp Pad, Felt, Violet	100		
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.



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph

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)



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | bo.c.cares@customs.gov.ph