



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 Common-Use 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 Common-Use Supplies**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **One Hundred Ninety-Two Thousand Six Hundred Thirty-Two Pesos and 50/100 (PHP192,632.50) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm	600
roll	Tape, Transparent, width: 24mm	200
box	Clip, Backfold, all metal, clamping: 32mm	150
box	Clip, Backfold, all metal, clamping: 50mm	150
piece	Staple Remover, Plier Type, Metal	70
piece	Stapler, Standard Type, load cap: 200 staples (min)	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/Business Permit, (In case of expired MP/BP, submit copy of recently expired permit and official receipt as proof of renewal), 2) PHILGEPS Registration Number/Certificate, 3) Original Omnibus Sworn Statement, 4) Duly signed price quotation form (Annex “A”). In case of goods kindly indicate the brand/s being offered in your price quotation form (Annex A).

All must be properly signed and sealed. Must be submitted in hard copy. Submission of quotation and eligibility documents is on or before **March 3, 2025, 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.

Very truly yours,



RAQUEL G. DE JESUS
Head, BAC Secretariat/
Acting Chief, 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 Common-Use Supplies

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
ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm	600		
roll	Tape, Transparent, width: 24mm	200		
box	Clip, Backfold, all metal, clamping: 32mm	150		
box	Clip, Backfold, all metal, clamping: 50mm	150		
piece	Staple Remover, Plier Type, Metal	70		
piece	Stapler, Standard Type, load cap: 200 staples (min)	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.

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)

