



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 Thirty (30) Units of Document Shelves”** 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 Thirty (30) Units of Document Shelves**

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

Approved Budget for the Contract: **One Hundred Fifty-One Thousand One Hundred Pesos and Eighty Centavos (Php151,100.80) - inclusive of tax**

Specifications:

### LOT 1

Unit	Description/Specifications	Quantity
unit	Document Shelves <ul style="list-style-type: none"><li>4 Layers All Metal Racks – Blue/Orange</li><li>Adjustable Layer</li><li>At least 200kg Max. Capacity Load Per Layer</li><li>At least 60cm Width x 200cm length x 200cm height</li><li>STAND- 1.2mm, BEAM-1.3mm, REINFORCING RIBS-0.2M or 0.6m X 2M X 2METERS</li></ul>	30

**Contract Duration: Twenty (20) Calendar Days upon receipt of Notice to Proceed**

Interested suppliers are required to submit **original/certified true copy** of the following: 1) Valid and current Mayor's/Business Permit, (In case of expired MP/BP, submit copy of recently expired permit and official receipt as proof of renewal), 2) PHILGEPS Registration Certificate, 3) Original duly signed Omnibus Sworn Statement (OSS) and 4) Duly signed 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 **April 07, 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](mailto:boc-svp@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**

Head, BAC Secretariat/

Acting Chief Administrative Officer

General Services Division



Gate 3, South Harbor, Port Area, Manila 1018

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## PRICE QUOTATION FORM

Date

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

Project Title: **Supply and Delivery of Thirty (30) Units of Document Shelves**

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:

Unit	Description/Specifications	Quantity	Unit Cost	Total Cost
unit	Document Shelves <ul style="list-style-type: none"><li>• 4 Layers All Metal Racks – Blue/Orange</li><li>• Adjustable Layer</li><li>• At least 200kg Max. Capacity Load Per Layer</li><li>• At least 60cm Width x 200cm length x 200cm height</li><li>• STAND- 1.2mm, BEAM- 1.3mm, REINFORCING RIBS- 0.2M or 0.6m X 2M X 2METERS</li></ul>	30		
Total Amount:				

**Contract Duration: Twenty (20) Calendar Days upon receipt of Notice to Proceed**

Total amount in words:

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

Very truly yours,

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

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

\_\_\_\_\_  
Phone/Contact Number

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

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

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

