



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 Shopping 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: **Nine Hundred Seventy-Nine Thousand Six Hundred Fifty Pesos (PHP979,650.00) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
pack	Battery, Dry Cell, AAA	150
pack	Battery, Dry Cell, AA	150
can	Disinfectant Spray, Aerosol, (Min. 400g)	300
box	Fastener, Metal	150
set	File Tab Divider, A4	450
set	File Tab Divider, Legal	450
unit	Flash Drive, 64GB	300
piece	Folder, Pressboard, Legal (Color: White)	6000
piece	Marker, Permanent, Black	210
piece	Marker, Permanent, Blue	210
pad	Note Pad, Stick-on, 3x3	600
pad	Note Pad, Stick-on, 2x3	600
pad	Note Pad, Stick-on, 3x4	600
piece	Stamp Pad, Felt (Color: Purple)	90
roll	Tape, Electrical	240
roll	Twine, Plastic	30

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, 3) 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 **May 23, 2025, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**



Gate 3, South Harbor, Port Area, Manila 1018

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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



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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 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	QTY	BRAND (if applicable)	UNIT PRICE	TOTAL PRICE
pack	Battery, Dry Cell, AAA	150			
pack	Battery, Dry Cell, AA	150			
can	Disinfectant Spray, Aerosol, (Min. 400g)	300			
box	Fastener, Metal	150			
set	File Tab Divider, A4	450			
set	File Tab Divider, Legal	450			
unit	Flash Drive, 64GB	300			
piece	Folder, Pressboard, Legal (Color: White)	6000			
piece	Marker, Permanent, Black	210			
piece	Marker, Permanent, Blue	210			
pad	Note Pad, Stick-on, 3x3	600			
pad	Note Pad, Stick-on, 2x3	600			
pad	Note Pad, Stick-on, 3x4	600			
piece	Stamp Pad, Felt (Color: Purple)	90			
roll	Tape, Electrical	240			
roll	Twine, Plastic	30			
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_____
Phone/Contact No_____
Email Address

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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

