



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Small Value Procurement for the **Supply and Delivery of Various Office 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 Various Office Supplies**  
 Location: **Port of Manila, Bureau of Customs, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **THREE HUNDRED THIRTY-ONE THOUSAND EIGHT HUNDRED SEVENTY-FIVE PESOS ONLY (P331,875.00), inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Piece	<b>Sign Pen – Black</b> - Liquid - 0.5mm Needle Type - One piece barrel	300
Piece	<b>Sign Pen – Blue</b> - Liquid - 0.5mm Needle Type - One piece barrel	300
Piece	<b>Ballpen – Black</b> - Liquid - 0.7mm - One piece barrel	300
Piece	<b>Ballpen – Blue</b> - Liquid - 0.7mm - One piece barrel	300
Piece	<b>Ballpen – Red</b> - Liquid - 0.7mm - One piece barrel	100
Box	<b>Envelope, Documentary, Legal</b> - Kraft - For Legal sized documents - Tab: 13mm - Scoring 20mm - Thickness: 0.22mm - 500 pcs. Per box	8
Ream	<b>Bond Paper –Legal</b> - 80 GSM - Size : 216MMX330MM, Legal - Thickness: .09MM - Opacity: 90% - Brightness: 90%	500
Ream	<b>Bond Paper –A4</b> - 80 GSM - Size : 210MMX297MM, A4 - Thickness: .09MM - Opacity: 90% - Brightness: 90%	500



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



Piece	<b>Permanent Marker - Black</b> - Felt Tip, Bullet Type - Medium Point	75
Piece	<b>White Board Marker - Black</b> - Felt Tip, Bullet Type - Medium Point	20
Box	<b>Binder Clip – 50mm</b> - All metal - Clamping Length : 50mm - Clamping Depth : 25mm	50
Box	<b>Binder Clip – 32mm</b> - All metal - Clamping Length : 32mm - Clamping Depth : 25mm	50
Box	<b>Binder Clip – 25mm</b> - All metal - Clamping Length : 25mm - Clamping Depth : 25mm	50
Pad	<b>STAMP PAD INK</b> - Blue - Volume : 50ml - With applicator	50

Delivery Term: Fifteen (15) calendar days from signing of Purchase Order/Contract

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI / SEC Registration (For partnerships / corporations, General Information Sheet & Articles of Incorporation shall also be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Omnibus Sworn Statement, Latest Income / Business Tax return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **August 2, 2021 (10:00 AM)**, manually at the Supply Unit, Administrative Division, Ground Floor POM Prefab Building, Port Area Manila.

Award of contract shall be awarded 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 09178629765 or email us at [tuazona@customs.gov.ph](mailto:tuazona@customs.gov.ph).

Very truly yours,

*Attestation*  
**ATTY. MA. LIZA T. SEBASTIAN**  
Chairperson  
Bids and Awards Committee  
Port of Manila *LS*

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)