



## 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 EIGHTY FIVE THOUSAND PESOS ONLY (P385,000.00), inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Piece	<b>Ballpen – Black</b> - Liquid - 0.7mm - One piece barrel	400
Piece	<b>Ballpen – Blue</b> - Liquid - 0.7mm - One piece barrel	400
Piece	<b>Ballpen – Red</b> - Liquid - 0.7mm - One piece barrel	200
Pack	<b>Folder with Tab - Legal</b> - Material: Tagboard - For Legal sized documents - Tab: 13mm - Scoring 20mm - Thickness: 0.35mm - White	25
Pack	<b>Folder with Tab – A4</b> - Material: Tagboard - For A4 sized documents - Tab: 13mm - Scoring 20mm - Thickness: 0.35mm - White	15
Ream	<b>Bond Paper –Legal</b> - 80 GSM - Size : 210MMX297MM, 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



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Piece	<b>Stapler with Remover</b> - 200 Staples loading capacity - 2-20 Binding Capacity - Staple pusher must be metal not spring	25
Piece	<b>Paper Puncher</b> - 30 Sheets of 70 GSM Multipurpose paper - With two hole guide - 7mm hole diameter	50
Piece	<b>Permanent Marker - Black</b> - Felt Tip, Bullet Type - Medium Point	50
Piece	<b>Permanent Marker - Blue</b> - Felt Tip, Bullet Type - Medium Point	50
Piece	<b>Permanent Marker - Red</b> - Felt Tip, Bullet Type - Medium Point	50
Piece	<b>White Board Marker - Black</b> - Felt Tip, Bullet Type - Medium Point	30
Piece	<b>White Board Marker - Blue</b> - Felt Tip, Bullet Type - Medium Point	30
Piece	<b>White Board Marker - Red</b> - Felt Tip, Bullet Type - Medium Point	20
Box	<b>Binder Clip – 50mm</b> - All metal - Clamping Length : 50mm - Clamping Depth : 25mm	70
Box	<b>Binder Clip – 32mm</b> - All metal - Clamping Length : 32mm - Clamping Depth : 25mm	70
Box	<b>Binder Clip – 25mm</b> - All metal - Clamping Length : 25mm - Clamping Depth : 25mm	70
Pad	<b>Note Pad Stick On – 3X3</b> - 76mmX76mm(3"X3") - 70 GSM - 0.09mm Sheet Thickness	180

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").

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South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph



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Submission of quotation and eligibility documents is on or before **April 20, 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,

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

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