



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **Supply and Delivery of Scanners**, 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 Scanners**
Location : **Account Management Office, POM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Two Hundred Ten Thousand Pesos (Php210,000.00), inclusive of tax**

Specifications :

Qty.	Unit	DESCRIPTION
3	pcs	Scanner <ul style="list-style-type: none">• Document Feeding: Automatic or Manual• Feeder Capacity: At least 50 sheets• Supported Operating System: Windows XP, Windows Vista, Windows 7, Windows 8• Optical Resolution: 600dpi• Output Resolution: 150 to 600dpi• Media Size: Letter; Legal; A4; A5; A6; A8; Customs Sizes; long page support up to 100in• Scan File Format: JPG, TIFF, PDF• Scanning Mode: Grayscale, Black and White, Color• Auto Color Detection• Auto Page Size Detection• Auto Resolution Setting• Media Type Supported: Paper, envelopes, embossed cards

Delivery Term: Ten (10) calendar days from signing of PO

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before November 3, 2016, 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,



ARTURO M. LACHICA, CESO II
Deputy Commissioner, IAG *ly*

Annex "A"

PRICE QUOTATION FORM

Date: _____

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

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:

Quantity	Description	Unit Price	Total Price
3 pcs	Scanner <ul style="list-style-type: none">• Document Feeding: Automatic or Manual• Feeder Capacity: At least 50 sheets• Supported Operating System: Windows XP, Windows Vista, Windows 7, Windows 8• Optical Resolution: 600dpi• Output Resolution: 150 to 600dpi• Media Size: Letter; Legal; A4; A5; A6; A8; Customs Sizes; long page support up to 100in• Scan File Format: JPG, TIFF, PDF• Scanning Mode: Grayscale, Black and White, Color• Auto Color Detection• Auto Page Size Detection• Auto Resolution Setting• Media Type Supported: Paper, envelopes, embossed cards		

Warranty : ____ months from the date of delivery

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

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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