



# BUREAU OF CUSTOMS

*Professionalism Integrity Accountability*



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake second Small Value Procurement for **"Supply and Delivery of CX522ADE Toner"** 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 CX522ADE Toner**

Location: **Bureau of Customs Port Area Manila**

Approved Budget for the Contract: **Nine Hundred Thousand Pesos  
(Php900,000.00) – inclusive of tax**

### Specifications

QTY.	Unit	DESCRIPTION
130	Pieces	78C30K0 Black Toner (CX522ADE)
50	Pieces	78C30C0 Cyan Toner (CX522ADE)
50	Pieces	78C30M0 Magenta Toner (CX522ADE)
50	Pieces	78C30Y0 Yellow Toner (CX522ADE)

Delivery Duration/ Term: 20 working days

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 submitted), PHILGEPS Registration Certificate, 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 May 08, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website.

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**

Acting Chief, General Services Division

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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:

QTY.	Unit	DESCRIPTION	UNIT PRICE	TOTAL PRICE
130	Pieces	78C30K0 Black Toner (CX522ADE)		
50	Pieces	78C30C0 Cyan Toner (CX522ADE)		
50	Pieces	78C30M0 Magenta Toner (CX522ADE)		
50	Pieces	78C30Y0 Yellow Toner (CX522ADE)		

Delivery Duration/ Term: 20 working days

Total amount in words:

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

Very truly yours,

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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)

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