



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Toners for Lexmark CX522ADE Printer"** 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 Toners for Lexmark CX522ADE Printer**
- Location : **Bureau of Customs, Port Area, Manila**
- Approved Budget for the Contract : **Nine Hundred Ninety Thousand Pesos (Php990,000.00) - inclusive of tax**
- Specifications :

QTY.	UNIT	ITEM	DESCRIPTION
69	pcs	Black Toner	All Toner must be compatible to Lexmark CX522ADE Printer
69	pcs	Cyan Toner	
69	pcs	Magenta Toner	
69	pcs	Yellow Toner	

Delivery Duration/Term: 7 calendar days

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also be submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return and BIR eFPS Payment Confirmation, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before September 27, 2021, 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,

ISAGANI D. GALSIM
Chief, General Services Division



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:

Project Title: **Supply and Delivery of Toners for Lexmark CX522ADE Printer**

QTY.	UNIT	ITEM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
69	pcs	Black Toner	All Toner must be compatible to Lexmark CX522ADE Printer		
69	pcs	Cyan Toner			
69	pcs	Magenta Toner			
69	pcs	Yellow Toner			
GRAND TOTAL					

Delivery Duration/Term: 7 calendar days

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)