



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Supply and Delivery of Non-Commonly Used Supplies and Equipment**" 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 Non-Commonly Used Supplies and Equipment**
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Six Hundred and Seventy-One Thousand and One Hundred Pesos (PHP671,100.00) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
Bottle	Epson Ink 003, Black	300
Bottle	Epson Ink 003, Cyan	100
Bottle	Epson Ink 003, Yellow	100
Bottle	Epson Ink 003, Magenta	100
Cart	HP Cartridge Toner 915XL, Black	15
Cart	HP Cartridge Toner 915XL, Cyan	15
Cart	HP Cartridge Toner 915XL, Yellow	15
Cart	HP Cartridge Toner 915XL, Magenta	15
Set	Sign Here Flag 50's 25.4mmx43.2mm	300
Piece	Bureau of Customs Flag, 3x6ft, Satin Double	5
Piece	Philippine Flag, 3x6ft, Satin Double	5
Piece	Sign Pen, Black, 1.0mm	500
Piece	Sign Pen, Blue, 1.0mm	500
Piece	Balikbayan Box 20x20x20	400
Piece	Storage Box, Hardbound, with Lid, Legal Size.	650

Delivery Term/Duration:15 calendar days

Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of

all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **February 19, 2024, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**

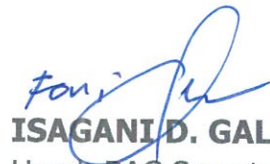
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,



ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division

Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: Supply and Delivery of Non-Commonly Used Supplies and Equipment

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:

1LOT

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Bottle	Epson Ink 003, Black	300		
Bottle	Epson Ink 003, Cyan	100		
Bottle	Epson Ink 003, Yellow	100		
Bottle	Epson Ink 003, Magenta	100		
Cart	HP Cartridge Toner 915XL, Black	15		
Cart	HP Cartridge Toner 915XL, Cyan	15		
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Piece	Sign Pen, Blue, 1.0mm	500		
Piece	Balikbayan Box 20x20x20	400		
Piece	Storage Box, Hardbound, with Lid, Legal Size.	650		
TOTAL AMOUNT:				

Total amount in words: _____

Delivery Term/Duration: 15 calendar days
Subject to Retention Money 1-5% Contract Amount

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

Very truly yours,

Name/ Signature of Representative

Name of Company

Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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