



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

491-400
Internal Admin. Group
Received by: VICKY REYES
Date: 10/20/11
Time: 2:20

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Fourth Small Value Procurement for **Supply and Delivery of Various Office Equipment for SGL Office**, 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 Equipment for SGL Office**
Location : **General Services Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Fifty Two Thousand Two Hundred Fifty Pesos (Php52,250.00), inclusive of tax**

Specifications:

QTY	UNIT	DESCRIPTION
1	Unit	Binding Machine Max punch: 20 sheets Max bind: 120 sheets Margin: 205/405/6.5mm Paper size: F4,A4,LETTER,B5,A5,LEGAL etc. Hole Distance: 8.47mm Hole size: 4x4mm square Number of Holes: 40 holes all selectable pins Product Size: 450x340x210mm Net weight: 17kgs Gross weight: 19kgs Box Dimension: 540x425x285mm
1	unit	Laminating Machine Laminating Speed: 50Hz:460mm/min, 60Hz:560mm/min Laminating Width: 320mm Laminating Films: 75mic ~ 250mic Thickness of substrate(Paper) : 80g/nf ~ 250g/nf Power Requirements: 220 ~ 240v, 50/60Hz Power Consumption: 520W, 2.1A Heating System: Heat Plate (Ruthnox) Operating Temperature: 150 Max. Speed Control: Fixed

		Temperature Control: Knob & Volume Dimensions(WxLxH): 500 x 185 x 95mm Type of Main Motor: Synchronous Motor-S
1	unit	Shredder Machine Cut Type: Crosscut/Confetti Sheet Capacity: 11 Shred Size: 0.16" x 1.57" (4 x 40mm) Speed (feet per min) : 10 Continuous Run Time (min): 20 Auto Start/ Stop: Yes Manual Reverse/Forward: Yes Throat Entry Width: 9.06 (230mm) Shreds: Credit Cards, CDs/DVDs Overload Indicator: Yes Overheat Indicator: Yes Bin Full Indicator: Yes Basket Capacity(gallons): 7 Dimensions(inches) : 15.3 x 11.0 x 21.4 Weight (lbs): 27.8
1	unit	Industrial Fan Size: 20" 150 watts 5 blades Metal Grill Switch Fan Control Black Blade Finish

Delivery Term: Seven (7) 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, 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 October 23, 2018, 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,


GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner
Internal Administration Group *8*

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
1	Unit	Binding Machine Max punch: 20 sheets Max bind: 120 sheets Margin: 205/405/6.5mm Paper size: F4,A4,LETTER,B5,A5,LEGAL etc. Hole Distance: 8.47mm Hole size: 4x4mm square Number of Holes: 40 holes all selectable pins Product Size: 450x340x210mm Net weight: 17kgs Gross weight: 19kgs Box Dimension: 540x425x285mm		
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1	unit	Industrial Fan Size: 20" 150 watts 5 blades Metal Grill Switch Fan Control Black Blade Finish		

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)