



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of 10pcs. Ink Tank Printer and 80pcs. Inks"** 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 10pcs. Ink Tank Printer and 80pcs. Inks**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **One Hundred Nineteen Thousand Four Hundred Forty-Four Pesos (Php119,444.00) - inclusive of tax**

Specifications:

1LOT

QTY.	UNIT	ITEM	DESCRIPTION
10	Unit	Ink Tank Printer	Specification Function: Print, Scan, Copy Printer Type: Inkjet Printer Product Dimensions (Width x Depth x Height): 435mm x 380mm x 159mm Paper Type: Plain, Inkjet, Glossy Print Speed: 12 (Mono) / 6 (Col) ipm FPOT: 8 (Mono) / 14 (Col) Seconds
20	Bottle	Toner	Cyan
20	Bottle	Toner	Magenta
20	Bottle	Toner	Yellow
20	Bottle	Toner	Black

Delivery Term: 10 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 submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.



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Submission of quotation and eligibility documents is on or before **February 08, 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,

RAQUEL G. DE JESUS

Acting Chief, General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

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

Project Name: Supply and Delivery of 10pcs. Ink Tank Printer and 80pcs. Inks

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	ITEM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10	Unit	Ink Tank Printer	Specification Function: Print, Scan, Copy Printer Type: Ink jet Printer Product Dimensions: (Width x Depth x Height): 435mm x 380mm x 159mm Paper Type: Plain, Inkjet, Glossy Print Speed: 12 (Mono) / 6 (Col) ipm FPOT: 8 (Mono) / 14 (Col) Seconds		
20	Bottle	Toner	Cyan		
20	Bottle	Toner	Magenta		
20	Bottle	Toner	Yellow		
20	Bottle	Toner	Black		

Delivery Term: 10 calendar days

Total amount in words:



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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)