



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Supply and Delivery of Kyocera TK-584 CMYK and TK-3104 Toner Cartridges**" 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 Kyocera TK-584 CMYK and TK-3104 Toner Cartridges**

Location: **General Services Division, Bureau of Customs Port Area Manila**

Approved Budget for the Contract (ABC): **Nine Hundred Ninety-Eight Thousand Eight Hundred Eighty-Two Pesos and Fifty Centavos (Php998,882.50) inclusive of tax**

Specifications:

QUANTITY	UNIT	DESCRIPTION
15 cartridges	Pieces	TK-584 C
15 cartridges	Pieces	TK-584 M
15 cartridges	Pieces	TK-584 Y
16 cartridges	Pieces	TK-584 K
50 cartridges	Pieces	TK-3104

Delivery Duration/ Terms: 3 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"). Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before September 11, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website or Bureau of Customs website.

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

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:

QUANTITY	UNIT	DESCRIPTION
15 cartridges	Pieces	TK-584 C
15 cartridges	Pieces	TK-584 M
15 cartridges	Pieces	TK-584 Y
16 cartridges	Pieces	TK-584 K
50 cartridges	Pieces	TK-3104

Delivery Duration/ Term: 7 working days

Total amount in words and figures:

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)




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099


CERTIFICATE OF AVAILABILITY OF ALLOTMENT / FUND

This to certify that the Bureau **has** available allotment / funds in the FY 2020 General Appropriation Act (R.A.) No. 11465 chargeable to **Office Supplies Expenses under Maintenance and Other Operating Expenses** amounting to **Nine Hundred Ninety Eight Thousand Eight Hundred Eighty Two Pesos & Fifty Centavos (Php 998,882.50)**, to cover the funding requirements for **"Supply and Delivery of Kyocera TK-584 CMYK and TK 3104 Toner Cartridges"**.

This certification is issued for the abovementioned purpose.

Issued on this day August 6, 2020.


KAREN SUSAN V. GO - ROFES
Acting Chief, Budget Division
Financial Management Office


MARILOU A. CABIGON
Chief Accountant, Accounting Division
OIC, FMO