



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 and 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 Toners and Cartridges**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Four Hundred Ninety-Four Thousand Five Hundred Pesos (Php494,500.00) - inclusive of tax**

Specifications:

1LOT

QTY.	Unit	DESCRIPTION
60	Cart	INK CART, HP CD887AA (HP703) BLACK
60	Cart	INK CART, HP CD887AA (HP703) TRI-COLOR
60	Cart	INK CART, HP CN692AA (HP704) BLACK
60	Cart	INK CART, HP CN692AA (HP704) TRI-COLOR
25	Cart	INK CART, HP F6V27AA (HP680) BLACK
25	Cart	INK CART, HP F6V27AA (HP680) TRI-COLOR
30	Bottle	INK BOTTLE, EPSON C13T664100 BLACK
30	Bottle	INK BOTTLE, EPSON C13T664200 CYAN
30	Bottle	INK BOTTLE, EPSON C13T664300 MAGENTA
30	Bottle	INK BOTTLE, EPSON C13T664400 YELLOW
25	Cart	INK CART, CANON PG-810 BLACK
25	Cart	INK CART, CANON PG-811, TRI-COLOR
20	Cart	TONER CART, BROTHER TN-3448, BLACK



BUREAU OF CUSTOMS

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

20	Cart	TONER CART, HP CE285A (HP85A) BLACK
20	Cart	TONER CART, HP CB435A (HP35A) BLACK

Delivery Term/Duration: 10 calendar days

Subject to Retention Money 1-5% Contract Amount

Note: 2017-12-29

NPM No. 126-2017

Thus, as a rule, specifications for the procurement of goods shall be based on relevant characteristics and/or performance requirements. Reference to brand names, including tailor fitting, is not allowed. But where necessary to maintain the performance, functionality and useful life of the equipment, reference to brand names relative to the existing fleet or equipment is allowed.

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.

Submission of quotation and eligibility documents is on or before **May 10, 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



BUREAU OF CUSTOMS

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PROFESSIONALISM

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ACCOUNTABILITY

Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: Supply and Delivery of Toners and Cartridges

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

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
60	Cart	INK CART, HP CD887AA (HP703) BLACK		
60	Cart	INK CART, HP CD887AA (HP703) TRI-COLOR		
60	Cart	INK CART, HP CN692AA (HP704) BLACK		
60	Cart	INK CART, HP CN692AA (HP704) TRI-COLOR		
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25	Cart	INK CART, CANON PG-811, TRI- COLOR		
20	Cart	TONER CART, BROTHER TN-3448, BLACK		



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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)