



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Various Inks/Toners for 2nd Quarter"** 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 Inks/Toners for 2nd Quarter**

Location : **Bureau of Customs Port Area Manila**

Approved Budget for the Contract (ABC) : **Eight Hundred Three Thousand Sixty Pesos (Php803,060.00) inclusive of tax**

Specifications:

LOT	UNIT	ITEM DESCRIPTION	QUANTITY	ABC
1	bottle	Epson (664100) Ink Bottle Black	20	Php34,600.00
	bottle	Epson (664100) Ink Bottle Cyan	20	
	bottle	Epson (664100) Ink Bottle Magenta	20	
	bottle	Epson (664100) Ink Bottle Yellow	20	
	Cart	HP 680 Ink (Black)	30	
2	Toner	LEXMARK CX522ADE Black	55	Php768,460.00
	Toner	LEXMARK CX522ADE Cyan	55	
	Toner	LEXMARK CX522ADE Magenta	55	
	Toner	LEXMARK CX522ADE Yellow	55	

Delivery Duration/ Terms: 7 Calendar Days upon receipt of Notice to Proceed Subject for Deduction of 1%-5% Retention Money

Interested suppliers are required to submit **original/certified true copy of the following:** 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"**). All must be properly signed and sealed.

Submission of quotation and eligibility documents is on or before **May 10, 2022 10:00 a.m.**, at **General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**

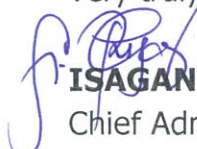
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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,


ISAGANI D. GALSIM
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 Various Inks/Toners for 2nd Quarter**

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:

LOT	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	bottle	Epson (664100) Ink Bottle Black	20		
	bottle	Epson (664100) Ink Bottle Cyan	20		
	bottle	Epson (664100) Ink Bottle Magenta	20		
	bottle	Epson (664100) Ink Bottle Yellow	20		
	Cart	HP 680 Ink (Black)	30		
GRAND TOTAL:					
2	Toner	LEXMARK CX522ADE Black	55		
	Toner	LEXMARK CX522ADE Cyan	55		
	Toner	LEXMARK CX522ADE Magenta	55		
	Toner	LEXMARK CX522ADE Yellow	55		
GRAND TOTAL:					

**Delivery Duration/ Terms: 7 Calendar Days upon receipt of Notice to Proceed
Subject for Deduction of 1%-5% Retention Money**

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

Very truly yours,

Name/ Signature of Representative

Name of Company

Phone/Contact Numner

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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