



## REQUEST FOR QUOTATION

**February 27, 2017**

Date

The Bureau of Customs Port of Cebu, through its Bids and Awards Committee, hereby invites all interested suppliers and distributors, to quote their price on the item/s listed below, subject to the terms and conditions specified herein, and submit the quotation duly signed by their authorized representatives not later than **6 March 2017 (Monday)**.

Name of Project	<b>SUPPLY AND DELIVERY OF TONER / CARTRIDGE WITH FREE USE OF PHOTOCOPIER MACHINES</b>
Location	<b>Port of Cebu and Subport of Mactan</b>
Approved Budget	<b>FIVE HUNDRED SIXTY THOUSAND PESOS (P560,000.00)</b>
Mode of Procurement	<b>SMALL VALUE PROCUREMENT</b>

### **I. TECHNICAL SPECIFICATIONS / REQUIREMENTS**

- a. The purchase of 80 Toner / Cartridge shall include the Free Use of the Brand New Six (6) Units Photocopier Machine at the Port of Cebu, Cebu City and Subport of Mactan, Lapu-Lapu City, subject to the following minimum technical specifications:
  - Automatic double sided copying, printing, scanning and faxing, all-in-one desktop device
  - Back to Back Printing, Scanning and Copying
  - 50 Sheet RADF handles multi-page, single and double sided documents with ease
  - Auto sensing 100 sheet Multi-Purpose Tray, 530 Sheet Tray and 50 Sheet RADF
  - First Copy Appears in less than 10 seconds
  - Fast Printing up to 45 PPM with the First Page delivered in just 4.5 seconds
  - 17 Second Warm – Up Time from Deep Sleep Mode
  - Powerful Image Processing and a Large Memory Make Copying Fast and Efficient
  - Ultra-Reliable LED Technology
  - Short, Legal, A4 Paper Size
- b. The provider must conduct monthly inspection and maintenance of the machines by authorized technicians.
- c. On-Site service or check-up response by authorized technician/s within three (3) hours upon reporting.
- d. Provision of service back-up unit, free of charge, until the defective photocopier is repaired.
- e. Provision of supplies, such as spare parts, other consumables to address immediate requirements at all times, without additional charge.

## II. LOCATION OF PROJECT

The project shall involve the deployment of six (6) units of brand new photocopier machines to wit:

1. Office of the District Collector, Port of Cebu, Cebu City
2. Office of the Deputy Collector for Administration, Port of Cebu, Cebu City
3. Administrative Division, Port of Cebu, Cebu City
4. Liquidation and Billing Division, Port of Cebu, Cebu City
5. Office of the Port Collector, Subport of Mactan, Lapu-Lapu City
6. Administrative Division, Subport of Mactan, Lapu-Lapu City

## III. GENERAL CONDITIONS

The terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. All items must be delivered at the Bureau of Customs Port of Cebu. Please indicate delivery charge, if any.
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. The term of payment is through check payment, subject to withholding tax (BIR Form 2306 & 2307).

For any clarification, please contact **Mr. ERWIN C. ANDAYA**, Administrative Officer IV at (032) 350-3219.

Thank you very much.

  
**ATTY. LEMUEL ERWIN P. ROMERO**

 Chairperson, Bids and Awards Committee 

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(Date)

**ATTY. LEMUEL ERWIN P. ROMERO**

Chair, Bids and Awards Committee  
Bureau of Customs Port of Cebu

Sir:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

DESCRIPTION	BID PRICE
<b>PURCHASE OF 80 TONER / CARTRIDGE WITH FREE USE OF SIX (6) BRAND NEW PHOTOCOPIER MACHINES</b>	

In addition, we are sending the following as attachments:

- a. **Latest and Valid Mayor's Business Permit (Year 2017)**
- b. **Latest and Valid Philippine Government Electronic Procurement System (PHILGEPS) Certificate**
- c. **Copy of Department of Trade and Industry Certificate (for sole proprietorship), or Securities and Exchange Commission Certificate (for corporation or partnership) or Cooperative Development Authority (for cooperatives)**
- d. **Latest Tax Clearance or Income Tax Return with "Stamped Received" by the Bureau of Internal Revenue.**

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Position

Name of Business Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Contract No: \_\_\_\_\_