



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Collection District VII
Sub-port of Mactan



September 27, 2018

**REQUEST FOR QUOTATION
(QTN-2018-009-13)**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **Supply, Delivery and Installation of Printer and Scanner**, 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, Delivery and Installation of Printer and Scanner
Location : Bureau of Customs, Sub-port of Mactan, Lapu-lapu City
Approved Budget for the Contract: Six Hundred Eighty-Three Thousand Pesos Only
(Php 683,000.00) inclusive of tax

Specifications:

Item No	Quantity	Unit of Issue	Description
1	17	Unit	Multi-function Printer- Ultimate wireless solution plus Ethernet, Easy setup and navigation, reload paper less often - 150-sheet paper capacity, Efficient - save time and paper with auto 2-sided printing; plus, a 30-page Auto Document Feeder for copying and scanning, A4, Letter, Executive, Envelope, Legal
2	3	Unit	Heavy Duty Printer Colour Laser Print Copy Scan Duplex Printing Gigabit Ethernet Wireless A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Envelope
3	2	Unit	Heavy duty Scanner Resolution: 600 dpi Automatic Two-Sided Scanning 35 ppm/70 ipm Auto Document Feeder Recognizes text characters in a scanned image and can be used to create a searchable text layer for a PDF or convert scanned pages into editable text Send scans to any computer on your network optional Network Interface Unit available for workgroup sharing

Interested suppliers are required to submit their valid and current Mayor's Permit, BIR Certificate of Registration (BIR Form 2303), PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before October 10, 2018 11:00 AM, at the Collector's Conference Room, 2nd Floor, Bureau of Customs, Sub-port of Mactan, Lapu-lapu City.

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 Telephone no. 032-354-7417/032-340-4197 or email us at Arandillov@customs.gov.ph.

Very truly yours,

FRANCES MARGARET QUITCO
Chief/ Administrative Section



Republic of the Philippines
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Annex "A"

PRICE QUOTATION FORM
(QTN-2018-009-13)

 (Date)

The Administration Office
 Bureau of Customs
 Sub-port of Mactan

SIR/MADAM:

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
17	Unit	Multi-function Printer- Ultimate wireless solution plus Ethernet, Easy setup and navigation, reload paper less often - 150-sheet paper capacity, Efficient - save time and paper with auto 2-sided printing; plus, a 30-page Auto Document Feeder for copying and scanning, A4, Letter, Executive, Envelope, Legal		
3	Unit	Heavy Duty Printer Colour Laser Print Copy Scan Duplex Printing Gigabit Ethernet Wireless A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Envelope		
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Warranty: _____ months from the date of delivery.

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 and Address

Mayor's Permit No. _____

PhilGEPS(Platinum) Registration No. _____

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