



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
COLLECTION DISTRICT II-A
PORT OF MANILA



November 8, 2018

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Port of Manila (POM), will undertake a Shopping Procurement for the **Supply and Delivery of HP 680 Ink Cartridge**, 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 HP Ink Cartridge**
Location: **Port of Manila, Port Area, Manila**
Approved Budget for the Contract: **One Hundred Thousand Pesos Only (P 100,000.00) Inclusive of Tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Cart.	HP 680 Ink Cart. (Black)	50
Cart.	HP 680 Ink Cart. (Colored)	50

Delivery Term : Thirty (30) calendar days from signing of Purchase Order / Contract

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

Submission of quotation and eligible documents is on or before November 15, 2018 (10:00 a.m.) manually or through facsimile at the Supply Unit, Administrative Division, 2nd floor, POM Building, Port Area, Manila with Telephone No. 527-4584.

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.

Very truly yours,


MA. VICTORIA M. NARTEA
Administrative Officer IV, POM



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(Annex "A")

PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Unit	Description	Quantity	Unit Price	Total Price

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