



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



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Small Value Procurement for the **Supply and Delivery of Air conditioning Unit, Heavy Duty Scanner and Heavy Duty Paper Shredder** 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 Air conditioning Unit, Heavy Duty Scanner and Heavy Duty Paper Shredder**  
Location: **Bureau of Customs, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **SIX HUNDRED NINETY EIGHT THOUSAND PESOS ONLY (P 698,000.00), inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
Piece	<b>AIR CONDITIONING UNIT</b> <ul style="list-style-type: none"><li>- 2.0 HP</li><li>- Window Type</li><li>- Non Inverter</li></ul>	6
Piece	<b>HEAVY DUTY PAPER SCANNER</b> <ul style="list-style-type: none"><li>- 25 sheets PPM capacity</li><li>- Automatic Document Feeder Type (ADF)</li><li>- Simplex / Duplex / Color / Grayscale / Mono Chrome Scanning Modes</li><li>- Desktop Placement</li><li>- 3,000 Sheet/day</li><li>- 240V</li></ul>	8
Piece	<b>HEAVY DUTY PAPER SHREDDER</b> <ul style="list-style-type: none"><li>- 43 sheets shred capacity</li><li>- 5.8mm shred size</li><li>- 4.5m m/min. shred speed</li><li>- 230v</li></ul>	3



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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, DTI / SEC Registration (For partnerships / corporations, General Information Sheet & Articles of Incorporation shall also be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Sanitary Permit , Omnibus Sworn Statement, Latest Income / Business Tax return and duly signed price quotation form (Annex "A").


Submission of quotation and eligibility documents is on or before **September 10, 2019 (10:00 AM)**, manually at the Supply Unit, Administrative Division, Ground Floor ESS Building, Port Area Manila.

Award of contract shall be awarded 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;

  
ATTY. MA. LIZA T. SEBASTIAN  
Chairperson  
Bids and Awards Committee  
Port of Manila



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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