



## 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 Cartridge/Toners for 1<sup>st</sup> 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 Cartridge/Toners for 1<sup>st</sup> Quarter**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Nine Hundred Seventy-Two Thousand Two Hundred Seventy Pesos (PHP972,270.00) - inclusive of tax**

Specifications:

LOT	UNIT	ITEM DESCRIPTION	QUANTITY	ABC
1	bottle	Brother Ink BT5000C Cyan	30	Php 46,800.00
	bottle	Brother Ink BT5000M Magenta	30	
	bottle	Brother Ink BT5000Y Yellow	30	
	bottle	Brother Ink BT5000BK Black	30	
2	bottle	Epson T664100 (664) Ink Black	50	Php 292,950.00
	bottle	Epson T664200 (664) Ink Cyan	50	
	bottle	Epson T664300 (644) Ink Magenta	50	
	bottle	Epson T664400 (644) Ink Yellow	50	
	bottle	Epson T00V100 (003) Ink Black	220	
	bottle	Epson T00V200 (003) Ink Cyan	220	
	bottle	Epson T00V300 (003) Ink Magenta	220	
	bottle	Epson T00V400 (003) Ink Yellow	220	
3	toner	LEXMARK CX522ADE BLACK	55	Php 632,520.00
	toner	LEXMARK CX522ADE CYAN	35	
	toner	LEXMARK CX522ADE MAGENTA	35	
	toner	LEXMARK CX522ADE YELLOW	35	

**Delivery Term/Duration:10 calendar days**  
 Subject to Retention Money 1-5% Contract Amount



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Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. Please indicate the brand offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **January 20, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Head, BAC Secretariat/  
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 Cartridge/Toners for 1<sup>st</sup> 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 Amount
1	bottle	Brother Ink BT5000C Cyan	30		
	bottle	Brother Ink BT5000M Magenta	30		
	bottle	Brother Ink BT5000Y Yellow	30		
	bottle	Brother Ink BT5000BK Black	30		
2	bottle	Epson T664100 (664) Ink Black	50		
	bottle	Epson T664200 (664) Ink Cyan	50		
	bottle	Epson T664300 (644) Ink Magenta	50		
	bottle	Epson T664400 (644) Ink Yellow	50		
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3	toner	LEXMARK CX522ADE BLACK	55		
	toner	LEXMARK CX522ADE CYAN	35		
	toner	LEXMARK CX522ADE MAGENTA	35		
	toner	LEXMARK CX522ADE YELLOW	35		

Total amount in words: \_\_\_\_\_

### Delivery Term/Duration: 10 calendar days

Subject to Retention Money 1-5% Contract Amount

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



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Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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