



## BUREAU OF CUSTOMS-SUB-PART OF MACTAN

## REQUEST FOR QUOTATION



FORM NO. BOCCebSOM-F-PP-002

EFFECTIVE DATE: August 1, 2023

VERSION: 1

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1. The Bureau of Customs Sub-port of Mactan requests the submission of quotations/proposals as detailed in **Annex 1** for the following:

Name of the Requirement/Brief Description	:	RENTAL OF FIVE (5) UNITS MULTI-FUNCTION PHOTOCOPIING MACHINES FOR A PERIOD OF ONE (1) YEAR
Approved Budget for the Contract (ABC)	:	P 115,500.00 (inclusive of all applicable taxes and other charges)
Completion Period	:	Within sixty (60) days after receipt of PO
Reference	:	2023-011MTN
Mode of Procurement	:	Section 53.9 (Negotiated Procurement – Small Value Procurement) 2016 Revised IRR of R.A. No. 9184

2. All particulars and activities relative to Eligibility of Suppliers, Evaluation of Quotations/Proposals, Validation, and Award of Contract shall be governed by 2016 Revised Implementing Rules and Regulations of Republic Act No. 98184.

Activity	Schedule <sup>1</sup>	Details
a. Deadline of submission of Quotations/Proposals	August 24, 2023; 11:00 A.M  Late bids shall not be accepted	<ul style="list-style-type: none"> <li>Online or electronic submission to e-mails: <a href="mailto:jennifer.duyogan@customs.gov.ph">jennifer.duyogan@customs.gov.ph</a> <a href="mailto:victoria.arandillo@customs.gov.ph">victoria.arandillo@customs.gov.ph</a></li> <li>OR</li> <li>Physical submission of hard copy at the Procurement Section/Accounting Section, Bureau of Customs, Sub-port of Mactan</li> </ul>

3. Please take note of the following requirements and conditions pertaining to the Photocopy Machine rental:

Project Site	:	Bureau of Customs, Sub-port of Mactan: <ul style="list-style-type: none"> <li>- Collector's Office (1) – (BW)</li> <li>- Administrative Section (1) – (BW)</li> <li>- Passenger Arrival and Departure Sections (1) – (BW)</li> </ul>
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<sup>1</sup> In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day.



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Exact Address of Site	:	MCIA, Lapu-Lapu City
Period of Validity of Quotes	:	45 Days starting from the deadline of quotation submission  In exception circumstances, BOC may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation (Sec 28.2).
Partial Quotes	:	Not permitted
Payment Terms / Condition on the Release of Payment	:	Quarterly payment will be made within the 3-month period after submission of service report, delivery receipt of toner cartridge and acceptance report is prepared by the supply officer.
Evaluation Criteria	:	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the minimum qualification requirement and bill of quantity and lowest price <sup>2</sup> . <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
Documents to be submitted	:	<ol style="list-style-type: none"> <li>1. Duly Accomplished Form as provided in Annex 2, and in accordance with bill of quantities in Annex 1;</li> <li>2. Mayor's or Business Permit<sup>3</sup></li> <li>3. Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)<sup>4</sup></li> <li>4. PHILGEPS Registration Certificate (Platinum)</li> <li>5. For individuals engaged under 53.9 of the 2016 revised IRR, only the BIR Certificate</li> </ol>

<sup>2</sup> BOC reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision

<sup>3</sup> In case not yet available, you may submit your expired Mayor's or Business Permit with the Official Receipt of renewal application. However, the new Mayor's or Business Permit shall be required to be submitted **after award of contract but before payment**

<sup>4</sup> If unable to have the document notarized, you may submit a signed **unnotarized Omnibus Sworn Statement** (in the prescribed template), subject to compliance therewith **after award of contract but before payment**.



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		of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit
Annexes to this RFQ	:	<ul style="list-style-type: none"> <li>• Technical specifications of Photocopy Machines Rental (Annex 1)</li> <li>• Form for Submission of Quotation (Annex 2)</li> <li>• Instructions</li> <li>• General Conditions of Contract for Services</li> </ul>

**Prepared by:**

**Approved by:**

JENNIFER A. DUYOGAN  
Acting Supply Officer

FRANCES MARGARET QUITCO  
Chief, Administrative Section

**Annex 1**



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**Technical Specifications of Photocopy Machine**

Minimum Required Technical Specification	Bidder's Offered Technical Specification and Statement of Compliance
<ul style="list-style-type: none"> <li>- Print Speed (Black):1 Up to 42 ppm (Letter)</li> <li>- Print Resolution: Up to 1200 x 1200 dpi (Best), HP FastRes 1200 (1200 dpi quality), 600 x 600 dpi with HP Resolution Enhancement technology (Normal)</li> <li>- Standard Connectivity: 2 Hi-Speed USB 2.0 Host, 1 Hi-Speed USB 2.0 Device, 1 Gigabit Ethernet 10/100/1000 Base-TX network, 1 Foreign Interface, 1 Hardware Integration Pocket, 2 Internal USB Host</li> <li>- Duty Cycle:2 Up to 75,000 pages</li> <li>- Duplex Print Options: Automatic (standard)</li> <li>- Mobile Printing Capability:3 HP ePrint, Apple AirPrint™</li> </ul>	
<b>Maintenance Services:</b> <ul style="list-style-type: none"> <li>- One (1) on-call technician to repair defective machines.</li> </ul>	

Please submit the specification of each printer proposed for this rental service including product brochure or catalog.

Signature over Printed Name of Supplier's Authorized Representative <b>(Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)</b>	:	
Designation	:	
COMPANY	:	
Company Address	:	
Date	:	
Telephone Number	:	
E-mail Address	:	
Mobile Number	:	