



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Supply and Delivery of Office Supplies for X-ray Inspection Project (XIP)"** 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 Office Supplies for X-ray Inspection Project (XIP)**

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

Approved Budget for the Contract: **Nine Hundred Nineteen Thousand Six Hundred Ninety Pesos (PHP919,690.00) - inclusive of tax**

Specifications:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
ream	A4 Size Bond Paper	1000
ream	Legal Size Bond Paper	1000
pc	HP CF10A Black	20
pc	HP CF411A Cyan	15
pc	HP CF412A Yellow	15
pc	HP CF413A Magenta	15
pc	HP GT53 Black	20
pc	HP GT52 Yellow	20
pc	HP GT52 Cyan	20
pc	HP GT52 Magenta	20
pc	Brother TN-2480 Toner	15
pc	Brother DR-2455 Drum Kit	15
pc	Epson T103 Ink Black	20
pc	Epson T103 Ink Cyan	20
pc	Epson T103 Ink Yellow	20
pc	Epson T103 Ink Magenta	20

Delivery Term/Duration: 20 calendar days

Subject to Retention Money 1-5% Contract Amount

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



Gate 3, South Harbor, Port Area, Manila 1018

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Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. 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. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **December 11, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. BALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



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PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Project Title: Supply and Delivery of Office Supplies for X-ray Inspection Project (XIP)

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:

1LOT

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
ream	A4 Size Bond Paper	1000		
ream	Legal Size Bond Paper	1000		
pc	HP CF10A Black	20		
pc	HP CF411A Cyan	15		
pc	HP CF412A Yellow	15		
pc	HP CF413A Magenta	15		
pc	HP GT53 Black	20		
pc	HP GT52 Yellow	20		
pc	HP GT52 Cyan	20		
pc	HP GT52 Magenta	20		
pc	Brother TN-2480 Toner	15		
pc	Brother DR-2455 Drum Kit	15		
pc	Epson T103 Ink Black	20		
pc	Epson T103 Ink Cyan	20		
pc	Epson T103 Ink Yellow	20		
pc	Epson T103 Ink Magenta	20		
TOTAL AMOUNT				

Total amount in words: _____

Delivery Term/Duration: 20 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)



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