



**November 24, 2021**

**REQUEST FOR QUOTATION**

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for **“TONER CARTRIDGES WITH FREE USE OF EIGHT (8) PHOTOCOPIER MACHINES”** at the SUB-PORT OF MACTAN, 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	<b>SUPPLY AND DELIVERY FOR TONER CARTRIDGES WITH FREE USE OF EIGHT (8) PHOTOCOPIER MACHINES</b>
Location	<b>Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-Lapu City 6015</b>
Approved Budget	<b>FIVE HUNDRED THIRTY-NINE THOUSAND PESOS ONLY (Php 539,000.00)</b>
Specification/Description	<b>See Annex A</b>

The terms and conditions are as follows:

1. Interested suppliers are required to submit copies of their valid and current Mayor’s Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return(with stamped received), and duly signed price quotation form (Annex “A”).
2. Submission may be done, manually or electronically thru [victoria.arandillo@customs.gov.ph](mailto:victoria.arandillo@customs.gov.ph) and [francesmargaret.quitco@customs.gov.ph](mailto:francesmargaret.quitco@customs.gov.ph). The approved budget is inclusive of applicable taxes (Final Tax and EWT).
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.

Submission of quotation and eligibility documents is on or before **December 7, 2021, 5:00 p.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-340-4196.



**PRICE QUOTATION FORM**

\_\_\_\_\_  
 (Date)

The Administration Office  
 Bureau of Customs  
 Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **TONER CARTRIDGES WITH FREE USE OF EIGHT (8) PHOTOCOPIER MACHINES:**

QTY	UOM	Item Description	Unit Price	Amount
77	Cartridges	Toners with Free Use of 8 Photocopier Machines		

Total amount in words:

\_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative  
*(Duly authorized to sign the Bid)*

\_\_\_\_\_  
 Business Address

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

\_\_\_\_\_  
 Telephone/Fax No/Email Address



## I. TECHNICAL SPECIFICATIONS:

- A. The purchase of 77 Toner Cartridge shall include the Free Use of the Brand New Eight (8) units Photocopier Machine at the Sub-port of Mactan, Lapu-Lapu City subject to the following minimum technical specifications:
- ❖ Printer Type: Laser
  - ❖ Function: Print, copy, scan
  - ❖ Copy Specification: Number of Copies: Up to 9,999; Reduce/Enlarge: 25 to 400%
  - ❖ Paper Size: A4, Letter, Folio, Legal
  - ❖ Double Sided Printing: Yes
  - ❖ Print Speed: Black (Letter): Up to 42 ppm; First Page Out: As fast as 8.5 sec
- B. The provider must conduct periodic inspection and maintenance of the machines by authorized technicians.
- C. On-site service or check-up response by authorized technician/s within twenty-four (24) hours upon reporting.
- D. Provision of service back-up unit, free of charge, until the defective photocopier is repaired.
- E. Provision of supplies, such as spare parts, other consumables to address immediate requirements always, without additional charge.

## II. LOCATION OF PROJECT:

The project shall involve the deployment of eight (8) units of brand-new photocopier machines to wit:

1. Accounting Section
2. Collector's Office
3. Administration Section
4. CIIS
5. MEPZ/JPCO
6. Assessment
7. Arrival/Departure
8. Port Operations Section