



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
PORT OF MANILA
Customs District II-A
South Harbor, Manila



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Port of Manila (POM), will undertake a Small Value Procurement for the Supply and Delivery of fax machines and electric type writer, 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 Fax Machines and Electric Typewriter
Location: Port of Manila, Port Area, Manila
Approved Budget for the Contract: Forty Six Thousand Five Hundred Pesos (P46,500.00) – inclusive of tax

Specifications:

QTY	Description	
4 Units	Fax machine	
	General	
	Technology	Thermal
	Automatic Document Feeder	10
	Fax	
	Modem speed	9.6
	Coding scheme	MH/MR
	Memory transmission	25
	Out of paper reception	28
	Telephone	
	One touch dialing	10
	Handset type	Corded
	Caller ID	Available
	Fax telephone switch	Available
	on hook dialing	Available
	Dimension and Weight	
	Dimension and Height	352x224x121
Height	2.8	

QTY	Description	
3 Units	Electric Typewriter	
	General	
	Carriage	12.87"
	Typing Speed	12 characters
	Line spacing	1,1.5,2
	Keyboard	
	Keyboard	96 characters
	Copy capacity	Original plus four
	Keyboard memory correction	1 line up to 65
	Correction System	Automatic word out
	Line indent	Yes
	Dimension and Weight	417x384x135mm
	Weight	4.5kg
	Support	
	Warranty	6 months carry in warranty

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 and PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before September 15, 2016 (10:00 AM), manually or through facsimile at the Supply Unit, Administrative Division, 2nd Floor BOC, Port Area, Manila with Telephone No. 527-4584 and 527-4520.

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.

Very truly yours,



MA. VICTORIA M. NARTEA
Administrative Officer IV, POM