



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Supply and Delivery of Scanner Machine and Binding Machine**" 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 Scanner Machine and Binding Machine**  
Location: **Bureau of Customs**  
Approved Budget for the Contract: **Three Hundred Fifty Thousand (Php350,000.00) inclusive of tax**

### Specifications

QTY.	DESCRIPTION
10 Units	<b><u>Scanner Machine</u></b> <ol style="list-style-type: none"><li>1. Network Scanners</li><li>2. Programmable Keys</li><li>3. Scan to USB Host</li><li>4. Professional Paper Handling</li><li>5. Multifeed Detection</li><li>6. Advance Reverse Roller System</li><li>7. Advance Image Processing Features</li></ol>
	<b><u>Binding Machine</u></b> <ol style="list-style-type: none"><li>1. Manually punches up to 15 sheets of paper at time</li><li>2. Binds up to 150 sheets with 3/4 " comb</li><li>3. Enhance accuracy edge guide centers documents with ease for pinpoint punching</li><li>4. Loads vertically for accurate punch alignment</li><li>5. Built in comb storage tray with integrated document measurement device for added convenience a quick set-up. The result is a tidy, centered binding without any misaligned holes or loose pages</li></ol>

### Delivery term: 30 working days upon receiving Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before October 28, 2019 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

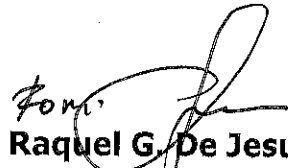
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**Raquel G. De Jesus**

Acting Chief, General Services Division

Annex "A"

### PRICE QUOTATION FORM

Date:

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

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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10 units	<ol style="list-style-type: none"><li>1. Network Scanners</li><li>2. Programmable Keys</li><li>3. Scan to USB Host</li><li>4. Professional Paper Handling</li><li>5. Multifeed Detection</li><li>6. Advance Reverse Roller System</li><li>7. Advance Image Processing Features</li></ol>		
10 units	<p><b><u>Binding Machine</u></b></p> <ol style="list-style-type: none"><li>1. Manually punches up to 15 sheets of paper at time</li><li>2. Binds up to 150 sheets with 3/4 " comb</li><li>3. Enhance accuracy edge guide centers documents with ease for pinpoint punching</li><li>4. Loads vertically for accurate punch alignment</li><li>5. Built in comb storage tray with integrated document measurement device for added convenience a quick set-up. The result is a tidy, centered binding without any misaligned holes or loose pages</li></ol>		

**Delivery term: 30 working days upon receiving Notice to Proceed**

Total amount in words:

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

Very truly yours,

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

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

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

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

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