



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 Various Equipment for Bureau of Customs**” 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 Various Equipment for Bureau of Customs**

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

Approved Budget for the Contract: **Six Hundred Twenty-Four Thousand Three Hundred Pesos (PHP624,300.00) - inclusive of tax**

Specifications :

#### LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY	AMOUNT
Unit	<b>Revenue Accounting Division (RAD) Heavy-Duty Scanner</b> <ul style="list-style-type: none"><li>• Scan speed: at least 25ppm</li><li>• Scan up to Legal Size</li><li>• Scan from 27gsm to 413gsm</li><li>• Paper Protection Function</li><li>• Operating System Compatibility: Windows 11, Windows 10, Windows 8, Windows 7</li></ul>	3	PHP139,370.00

#### LOT 2

UNIT	ITEM DESCRIPTION	QUANTITY	AMOUNT
Unit	<b>Revenue Accounting Division (RAD) Heavy-Duty Vacuum Cleaner</b> <ul style="list-style-type: none"><li>• Wet and Dry Pickup</li><li>• Auto Shut Off Prevents overflow</li><li>• Tank Capacity: at least 20L</li><li>• Easy to maneuver with built-in castor wheels</li><li>• Hose Length: 1.5m</li><li>• Cord Length: 3m</li></ul>	2	PHP7,590.00

#### LOT 3

UNIT	ITEM DESCRIPTION	QUANTITY	AMOUNT
Unit	<b>General Services Division All-in-One Tank Printer Copy Function</b> Maximum Copy Size: A4, Letter	25	PHP477,340.00



Copy Resolution: 600x600 dpi  
Max Copies: 99 copies  
Copying ISO 29183, A4 Simplex Flatbed  
(Black/Colour):  
up to 11.0 ipm / 5.5 ipm

### Scanning

Scanner Type: Flatbed colour image scanner  
Sensor Type: CIS  
Optical Resolution: 1200 x 2400 dpi  
Maximum Scan Area: 216 x 297 mm (8.5 x 11.7)  
Scanner Bit Depth (Colour): 48-bit input, 8-bit output  
Scanner Bit Depth (Grayscale): 16-bit input, 1-bit output  
Scanner Bit Depth (Black & White): 16-bit input, 1-bit output

### Scan Speed

Flatbed (Black / Colour): 200 dpi: 12 sec / 27 sec

### Paper Handling

Number of Paper Trays: 1  
Standard Paper Input Capacity: Up to 250 sheets of Plain Paper (80 g/m<sup>2</sup>), Up to 20 sheets of Premium Glossy Photo Paper  
Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24")  
Paper Size: Legal (8.5 x 14") 8.5 x 13", Letter, A4, B5, A5, A6, Hagaki (100 x 148 mm), 16K (195 X 270 mm), Indian-Legal (125 x 345 mm), B6, 5 x 7", 4 x 6", Envelopes #10, DL, C6  
Print Margin: 0mm to, left, right, bottom via custom settings in printer driver\*3

### Supported OS and Applications

Operating System Compatibility: Windows XP SP3 / XP Professional x64 SP2 / Vista / 7 / 8 / 8.1 / 10  
Windows Server 2003 / 2008 / 2012 / 2016 / 2019  
Only printing and scanning functions are supported for Windows Server OS  
Mac OS X 10.6.8 or later

### Electrical Specifications

Rated Voltage: AC 220-240 V  
Rated Frequency: 50-60 Hz  
Operating: 12.0 W  
Sleep: 0.7 W  
Power Off: 0.2 W





<p><b>Unit</b></p>	<p>Standby: 5.3 W</p> <p><b>Interface</b> USB: USB 2.0</p> <p><b>Heavy-Duty Shredder</b> Shreds at least 16 sheets per pass into 4 x 38mm cross-cut particles Shreds continuously for up to 20 minutes Jam Prevention Features: 100% Jam Proof System Feed Type: Traditional Auto Start/Stop: Yes – Electronic Basket Type: Pul-out Bin Bin Full Light: Yes Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs Cut Size (inches): 5/32' x 1-1/2" Cut type: Cross-Cut DIN Level - Paper: P-4 Maximum Run Time (minutes): 20 in on / 30 min off Energy Efficient Features: Energy Savings System Material Type: Plastic Paper Entry Width (inches): 9 Speed (feet per minute): 10 Usage: Personal Bin Capacity (gallons): at least 16 Shreds per Sheet: at least 397</p>	<p><b>7</b></p>	
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**Delivery Term/Duration: 15 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 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 16, 2024, 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 [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

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



Gate 3, South Harbor, Port Area, Manila 1018

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Annex "A"

## PRICE QUOTATION FORM

Date

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

**Project Title:** Supply and Delivery of Various Equipment for Bureau of Customs

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:

### LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Unit	Heavy-Duty Scanner	3		

### LOT 2

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Unit	Heavy-Duty Vacuum Cleaner	2		

### LOT 3

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Unit	All-in-One Tank Printer	25		
Unit	Heavy-Duty Shredder	7		
			Total Amount	

Total amount in words: \_\_\_\_\_

**Delivery Term/Duration: 15 calendar days**  
Subject to Retention Money 1-5% Contract Amount

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

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)

