



**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 Inks and Toners"** 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 Inks and Toners**

Location : **Bureau of Customs, Port Area, Manila**

Approved Budget for the Contract : **Eight Hundred Seventy-One Thousand Pesos (Php871,000.00) - inclusive of tax**

Specifications :

LOT	UNIT	ITEM DESCRIPTION	QUANTITY	ABC
1	bottle	Epson (664) Ink Bottle Black	50	Php 12,250.00
2	bottle	Epson (001) Ink Bottle Black	50	Php 66,750.00
	bottle	Epson (001) Ink Bottle Cyan	50	
	bottle	Epson (001) Ink Bottle Magenta	50	
	bottle	Epson (001) Ink Bottle Yellow	50	
3	bottle	Epson (003) Ink Bottle Black	50	Php 53,500.00
	bottle	Epson (003) Ink Bottle Cyan	50	
	bottle	Epson (003) Ink Bottle Magenta	50	
	bottle	Epson (003) Ink Bottle Yellow	50	
4	cart	HP CE285A (HP 85A)	30	Php 117,300.00
5	cart	HP CB435A (HP 35A)	10	Php 38,700.00
6	cart	HP 680 Ink (Black)	20	Php 20,000.00
	cart	HP 680 Ink (Tri-Color)	20	
7	cart	KYOCERA TK 584-C	30	Php 562,500.00
	cart	KYOCERA TK 584-M	30	
	cart	KYOCERA TK 584-Y	30	

Delivery Duration/Term: 7 calendar days

Interested suppliers are required to submit **original/certified true copy of the following:** 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, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **December 27, 2021, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief Administrative Officer  
General Services Division



Annex "A"

**PRICE QUOTATION FORM**

Date:

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

Project Title: **Supply and Delivery of Various Inks and Toners**

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	UNIT	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	bottle	Epson (664) Ink Bottle Black	50		
<b>GRAND TOTAL:</b>					
2	bottle	Epson (001) Ink Bottle Black	50		
	bottle	Epson (001) Ink Bottle Cyan	50		
	bottle	Epson (001) Ink Bottle Magenta	50		
	bottle	Epson (001) Ink Bottle Yellow	50		
<b>GRAND TOTAL:</b>					
3	bottle	Epson (003) Ink Bottle Black	50		
	bottle	Epson (003) Ink Bottle Cyan	50		
	bottle	Epson (003) Ink Bottle Magenta	50		
	bottle	Epson (003) Ink Bottle Yellow	50		
<b>GRAND TOTAL:</b>					
4	cart	HP CE285A (HP 85A)	30		
<b>GRAND TOTAL:</b>					
5	cart	HP CB435A (HP 35A)	10		
<b>GRAND TOTAL:</b>					
6	cart	HP 680 Ink (Black)	20		
	cart	HP 680 Ink (Tri-Color)	20		
<b>GRAND TOTAL:</b>					
7	cart	KYOCERA TK 584-C	30		
	cart	KYOCERA TK 584-M	30		
	cart	KYOCERA TK 584-Y	30		
<b>GRAND TOTAL:</b>					

**Delivery Duration/Term: 7 calendar days**

**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)