



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Procurement of Media Monitoring Services for FY 2023"** 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: **Procurement of Media Monitoring Services for FY 2023**

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

Approved Budget for the Contract: **Eight Hundred Forty Thousand Pesos (Php840,000.00) - inclusive of tax**

Specifications:

LOT 1

ITEM	SPECIFICATION
1	Media Monitoring (MEDIAWATCH, ANALYTICS REPORT, SHAREDVIEW) January 1, 2023 to December 31, 2023
2	Provision of accurate and extensive news media monitoring service that tracks the Bureau's mentions and/or expose in print, online and broadcast networks.
3	Covered Mediums: <ul style="list-style-type: none"> • National Print and Provincial Print Publications • Local Online News Websites • Blogs • TV & AM Radio • Social Media listening tool • Sharedview (Social Listening tools)
4	Inclusions <ul style="list-style-type: none"> • Customized daily email reports with tonality • Monthly Media analysis of Media Data • Weekly Compilation Report • Accomplishment Report

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, 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



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quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **January 09, 2023, 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.

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: **Procurement of Media Monitoring Services for FY 2023**

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:

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1	Media Monitoring (MEDIAWATCH, ANALYTICS REPORT, SHAREDVIEW) January 1, 2023 to December 31, 2023
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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

Phone/Contact Number



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Mayor's Permit No. _____

PhilGEPS Registration No. _____

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