



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 the Publication of BOC Newsletter "ADUANA", 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 : Printing of Newsletter "ADUANA"  
Location : Public Information and Assistance Division, OCOM  
Approved Budget for the Contract: Php. 176,400.00

Specifications:

QTY.	DESCRIPTION
1,500 copies	No. of Pages: 8 pages Size: 8 1/2" x 11" Paper: 80 gsm Color: Full color Layout: "Print-ready" pdf

Delivery Term: Issues of Nov-Dec, 2014, Jan-Dec, 2015 (every two (2) months)

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate and DTI/ SEC Registration, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before February 12, 2015, 10:00 am, 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 initialled 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 bocbacsecretariat2014@gmail.com

Very truly yours,

**DIMPNA O. LEJOS**  
OIC-Director, Administration Office

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:

<b>QTY.</b>	<b>DESCRIPTION</b>
1,500 copies	No. of Pages: 8 pages Size: 8 1/2" x 11" Paper: 80 gsm Color: Full color Layout: "Print-ready" pdf

Delivery Term: Issues of Nov-Dec, 2014, Jan-Dec, 2015 (every two (2) months)

Warranty : \_\_\_\_ months from the date of delivery

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)

*pl*