



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Lay-out, Printing and Delivery of the BOC Coffee Table Book**" 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: **Lay-out, Printing and Delivery of the BOC Coffee Table Book**

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

Approved Budget for the Contract: **Five Hundred Ninety Thousand Pesos (PHP590,000.00) - inclusive of tax**

Specifications:

1LOT

QTY	UNIT	DESCRIPTION
500	Pcs	No. of Pages : 200 pages inc. cover Size : 8.5 inch (w) x 10 cm (L) Cover Materials : C2S220: 4/4 Inside Materials : C2S100; 4/4 Color : Full Color Lamination : Matt w/ spot UV Binding : PUR Scope of Work : To include conceptualization, layout and design, printing, and delivery with provision for soft copy Delivery Duration: <ul style="list-style-type: none"> • One (1) mockup copy shall be provided by the supplier two (2) working days after receipts of the NTP • Complete number if copies shall be delivered within seven (7) calendar days upon approval of the mockups provided by the supplier

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



Interested suppliers are required to submit **original/certified true copy** of the following: valid and current *Mayor's Permit, DTT/SEC Registration (for partnerships/corporations, General Information Sheet and Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, 2020 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 **February 11, 2022, 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.

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 Name: Lay-out, Printing and Delivery of the BOC Coffee Table Book

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.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
500	Pcs	<p>No. of Pages: 200 pages inc. cover Size: 8.5 inch (w) x 10 cm (L) Cover Materials: C2S220: 4/4 Inside Materials: C2S100; 4/4 Color: Full Color Lamination: Matt w/ spot UV Binding: PUR Scope of Work: To include conceptualization, layout and design, printing, and delivery with provision for soft copy Delivery Duration:</p> <ul style="list-style-type: none"> One (1) mockup copy shall be provided by the supplier two (2) working days after receipts of the NTP Complete number of copies shall be delivered within seven (7) calendar days upon approval of the mockups provided by the supplier 		

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

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

Contact No.

Mayor's Permit No.

PhilGEPS Registration No.

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