



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Newspaper Publication of CAO 03-2022, CAO 04-2022, CAO 05-2022, CAO 06-2022 and CAO 07-2022"** 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: **Newspaper Publication of CAO 03-2022, CAO 04-2022, CAO 05-2022, CAO 06-2022 and CAO 07-2022**

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

Approved Budget for the Contract: **Four Hundred Ninety-Nine Thousand Two Hundred Ninety-Six Pesos (Php499,296.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION	AMOUNT
LOT 1	<p><b>AD MATERIAL: CAO 03-2022</b> – "Reward to Persons Instrumental in the Actual Collection of Additional Revenues Arising from the Discovery Violations of the CMTA"</p> <p><b>NO. OF PAGES:</b> 12 pages A4 size, full text document</p> <p><b>NEWSPAPER:</b> Broadsheet</p> <p><b>NO. OF ISSUE:</b> Once (1)</p> <p><b>COLOR:</b> Black and White</p> <p><b>OTHERS:</b> Provide layout design, proofread as necessary, and supply</p> <p>five (5) copies of newspaper upon publication</p> <p><b>IMPORTANT REQUIREMENTS:</b>                      The newspaper/supplier shall be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>a. Broadsheet/national newspaper of general circulation in the Philippines;</li> <li>b. At least 15 years in publishing business;</li> <li>c. Highly experienced in publishing Notices and Issuances from the Bureau;</li> <li>d. Among the Top five (5) Broadsheet Newspaper in terms of readership;</li> <li>e. Proficient in creating well-organized, easy to read layout in digital format.</li> </ul>	<p>Php90,720.00</p>



LOT 2	<p><b>AD MATERIAL: CAO 04-2022 – “Institutionalizing Transparency in Delivery of Services through the Establishment of the Bureau of Customs Customer Care Center (CCCS)”</b></p> <p><b>NO. OF PAGES:</b> 9 pages A4 size, full text document <b>NEWSPAPER:</b> Broadsheet <b>NO. OF ISSUE:</b> Once (1) <b>COLOR:</b> Black and White <b>OTHERS:</b> Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication</p> <p><b>IMPORTANT REQUIREMENTS:</b> The newspaper/supplier shall be evaluated based on the following criteria:</p> <ul style="list-style-type: none"><li>f. Broadsheet/national newspaper of general circulation in the Philippines;</li><li>g. At least 15 years in publishing business;</li><li>h. Highly experienced in publishing Notices and Issuances from the Bureau;</li><li>i. Among the Top five (5) Broadsheet Newspaper in terms of readership;</li><li>j. Proficient in creating well-organized, easy to read layout in digital format.</li></ul>	Php 71,232.00



LOT 3	<p><b>AD MATERIAL:</b> <b>CAO 05-2022</b> – “Placing the North Luzon Aero Industrial Park – Special Economic Zone (NAIP-Sez) under the Jurisdiction of the Collection District of San Fernando, La Union and Creating the Customs Office thereat”</p> <p><b>NO. OF PAGES:</b> 2 pages A4 size, full text document</p> <p><b>NEWSPAPER:</b> Broadsheet</p> <p><b>NO. OF ISSUE:</b> Once (1)</p> <p><b>COLOR:</b> Black and White</p> <p><b>OTHERS:</b> Provide layout design, proofread as necessary, and supply</p> <p>five (5) copies of newspaper upon publication</p>	Php 16,800.00
LOT 4	<p><b>AD MATERIAL:</b> <b>CAO 06-2022</b> – “Assignments, Reassignments and Designation”</p> <p><b>NO. OF PAGES:</b> 17 pages A4 size, full text document</p> <p><b>NEWSPAPER:</b> Broadsheet</p> <p><b>NO. OF ISSUE:</b> Once (1)</p> <p><b>COLOR:</b> Black and White</p> <p><b>OTHERS:</b> Provide layout design, proofread as necessary, and supply</p> <p>five (5) copies of newspaper upon publication</p> <p><b>IMPORTANT REQUIREMENTS:</b> The newspaper/supplier shall be evaluated based on the following criteria:</p> <ul style="list-style-type: none"><li>k. Broadsheet/national newspaper of general circulation in the Philippines;</li><li>l. At least 15 years in publishing business;</li><li>m. Highly experienced in publishing Notices and Issuances from the Bureau;</li><li>n. Among the Top five (5) Broadsheet Newspaper in terms of readership;</li><li>o. Proficient in creating well-organized, easy to read layout in digital format.</li></ul>	Php 106,848.00



	<p>s. Among the Top five (5) Broadsheet Newspaper in terms of readership; Proficient in creating well-organized, easy to read layout in digital format.</p>	
<p>LOT-5</p>	<p>AD MATERIAL: <b>CAO 07-2022</b> – "Accreditation of Importers"          NO. OF PAGES: 26 pages A4 size, full text document          NEWSPAPER: Broadsheet          NO. OF ISSUE: Once (1)          COLOR: Black and White          OTHERS: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication  <b>IMPORTANT REQUIREMENTS:</b>          The newspaper/supplier shall be evaluated based on the following criteria:          t. Broadsheet/national newspaper of general circulation in the Philippines;          u. At least 15 years in publishing business;          v. Highly experienced in publishing Notices and Issuances from the Bureau;          w. Among the Top five (5) Broadsheet Newspaper in terms of readership;          Proficient in creating well-organized, easy to read layout in digital format.</p>	<p>Php 213,696.00</p>

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 quotation form (Annex "A"). All must be properly signed and sealed.



**BUREAU OF CUSTOMS**  
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ACCOUNTABILITY

Submission of quotation and eligibility documents is on or before **August 15, 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. 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

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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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 Number

\_\_\_\_\_  
Mayor's Permit No.

\_\_\_\_\_  
PhilGEPS Registration No.

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