



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of Various Flyers & Posters"** 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 and Delivery of Various Flyers & Posters**

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

Approved Budget for the Contract: **One Hundred Twenty Thousand Three Hundred Forty-Nine Pesos (Php120,349.00) - Inclusive of Tax**

Specifications:

QTY	DESCRIPTION
1 LOT	<p>Description BOC CALL CENTER FLYERS Size: 5.8 in x 8.3 inches Printing: 1 side only Paper: 155 Gsm glossy paper Color: Full Color Layout: Print-ready Quantity: 3,500 pcs</p> <p>Description for BOC CALL CENTER POSTER Material: FC12 Color:4/0 Size: 23 x 18.5 inches Lamination: Matte Lamination Quantity: 100 pcs</p> <p>Description for FREEDOM OF INFORMATION (FOI) POSTER Size: 24 x 36 inches Lamination: Matte Lamination Material: FC12 Color:4/0 Layout: Supplied Quantity: 100 pcs</p> <p>Delivery: Able to provide layout design concepts, proofing, printing, and delivery in 5 working days</p> <p>Additional Requirements: The publishing company shall be evaluated by the end-user.</p>

Subject to Retention Money: 1-5% Contract Amount



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Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also be submitted), 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 June 8, 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

RAQUEL G. DE JESUS

Acting Chief, General Services Division



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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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 LOT	<p>Description BOC CALL CENTER FLYERS Size: 5.8 in x 8.3 inches Printing: 1 side only Paper: 155 Gsm glossy paper Color: Full Color Layout: Print-ready Quantity: 3,500 pcs</p> <p>Description for BOC CALL CENTER POSTER Material: FC12 Color:4/0 Size: 23 x 18.5 inches Lamination: Matte Lamination Quantity: 100 pcs</p> <p>Description for FREEDOM OF INFORMATION (FOI) POSTER Size: 24 x 36 inches Lamination: Matte Lamination Material: FC12 Color:4/0 Layout: Supplied Quantity: 100 pcs</p> <p>Delivery: Able to provide layout design concepts, proofing, printing, and delivery in 5 working days</p> <p>Additional Requirements: The publishing company shall be evaluated by the end-user.</p>		

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Total amount in words: _____



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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)