



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of BOC 2021 Accomplishment Report"** 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 BOC 2021 Accomplishment Report**

Location : **Bureau of Customs, Port Area, Manila**

Approved Budget for the Contract : **Two Hundred Forty-Seven Thousand Five Hundred Pesos (Php247,500.00) - inclusive of tax**

Specifications :

QUANTITY	DESCRIPTION
500 Copies excluding mockup	<p><b>No. of Pages:</b> 70-75 inc. cover  <b>Size:</b> 25.5 cm (W) x 22.5 cm (L)  <b>Cover:</b> C2S 160 lbs  <b>Color:</b> Full Color  <b>Inside:</b> C2S 80 lbs  <b>Color:</b> Full Color  <b>Lamination:</b> Matt w/ Spot UV  <b>Binding:</b> Perfect  <b>Scope of Work to Include:</b> Conceptualization, Layout &amp; Design, Printing, and Provision for soft copy  <b>Delivery Duration:</b></p> <ul style="list-style-type: none"> <li>• One (1) mockup copy shall be provided by the supplier two (2) working days after receipt of the NTP</li> <li>• Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockup provided by the supplier.</li> </ul> <p><b>Additional Requirements:</b>  The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>a) Experience – Highly experienced in publishing Annual Report from the Bureau</li> <li>b) Quality – Expertise in creating well-organized, modern and sophisticated layout</li> <li>c) Technical Knowledge – has adequate knowledge of the Bureau, its structure, and the way the information must be presented in digital design elements</li> <li>d) Geographic Proximity – within Manila area for minimum movement and ease of delivery</li> <li>e) Timeliness – able to provide layout design concepts, proofing, printing, and delivery within 5 calendar days</li> </ol>

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for



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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 sealed.

Submission of quotation and eligibility documents is on or before **January 21, 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:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
500 Copies excluding mockup	<p><b>No. of Pages:</b> 70-75 inc. cover  <b>Size:</b> 25.5 cm (W) x 22.5 cm (L)  <b>Cover:</b> C2S 160 lbs  <b>Color:</b> Full Color  <b>Inside:</b> C2S 80 lbs  <b>Color:</b> Full Color  <b>Lamination:</b> Matt w/ Spot UV  <b>Binding:</b> Perfect  <b>Scope of Work to Include:</b> Conceptualization, Layout &amp; Design, Printing, and Provision for soft copy  <b>Delivery Duration:</b></p> <ul style="list-style-type: none"> <li>• One (1) mockup copy shall be provided by the supplier two (2) working days after receipt of the NTP</li> <li>• Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockup provided by the supplier.</li> </ul> <p><b>Additional Requirements:</b>  The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>a) Experience – Highly experienced in publishing Annual Report from the Bureau</li> <li>b) Quality – Expertise in creating well-organized, modern, and sophisticated layout</li> <li>c) Technical Knowledge – has adequate knowledge of the Bureau, its structure, and the way the information must be presented in digital design elements</li> <li>d) Geographic Proximity – within Manila area for minimum movement and ease of delivery</li> <li>e) Timeliness – able to provide layout design concepts, proofing, printing, and delivery within 5 calendar days</li> </ol>		

**The above-quoted prices are inclusive of all costs and applicable taxes.**



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Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Telephone/Fax

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

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

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