



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of Flyers & Various 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 Flyers & Various Posters**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **One Hundred Eighty-Seven Thousand Six Hundred Pesos (Php187,600.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1 LOT	<b>AMLC FLYERS</b> Size: 5.8 in x 8.3 inches Printing: 2 side only (Back-to-Back) Paper: Matte Lamination Color: Full Color Layout: Print-ready Quantity: 15,000 pcs
	<b>AMLC POSTERS</b> Material: FC12 Color: 4/0 Size: 24x36 inches Lamination: Matte Lamination Quantity: 150 pcs
	<b>BOC GROWING COMMUNITIES' POSTERS</b> Material: FC12 Color: 4/0 Size: 23 x 18.5 inches Layout: Print-ready Quantity: 100 pcs
	<b>GOVERNMENT AGENCIES COMPLAINTS PLATFORMS (Landscape)</b> Material: FC12 Color: 4/0 Size: 24 x 36 inches Lamination: Matte Lamination Layout: Print-ready Quantity: 50 pcs



<b>DIRECT LINE TO EFFICIENT PUBLIC SERVICE (Portrait)</b> Material: FC12 Color: 4/0 Size: 23 x 18.5 inches Lamination: Matte Lamination Layout: Print-ready Quantity: 50 pcs
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Delivery Duration: **5 working days**

Subject to Retention Money: 1-5% Contract Amount

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 August 3, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief, 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
1 LOT	<p><b>AMLC FLYERS</b> Size: 5.8 in x 8.3 inches Printing: 2 side only (Back-to-Back) Paper: Matte Lamination Color: Full Color Layout: Print-ready Quantity: 15,000 pcs</p> <p><b>AMLC POSTERS</b> Material: FC12 Color: 4/0 Size: 24x36 inches Lamination: Matte Lamination Quantity: 150 pcs</p> <p><b>BOC GROWING COMMUNITIES' POSTERS</b> Material: FC12 Color: 4/0 Size: 23 x 18.5 inches Layout: Print-ready Quantity: 100 pcs</p> <p><b>GOVERNMENT AGENCIES COMPLAINTS PLATFORMS (Landscape)</b> Material: FC12 Color: 4/0 Size: 24 x 36 inches Lamination: Matte Lamination Layout: Print-ready Quantity: 50 pcs</p> <p><b>DIRECT LINE TO EFFICIENT PUBLIC SERVICE (Portrait)</b> Material: FC12 Color: 4/0 Size: 23 x 18.5 inches Lamination: Matte Lamination</p>		



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	Layout: Print-ready Quantity: 50 pcs		
	<b>GRAND TOTAL AMOUNT:</b>		

Delivery Duration: **5 working days**  
 Subject to Retention Money: 1-5% 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

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

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

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