



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of brochures, booklet, notepad and press kit"** 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 brochures, booklet notepad and press kit**

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

Approved Budget : **Two Hundred Ninety-Five Thousand One Hundred Pesos (Php295,100.00) inclusive of tax**

for the Contract (ABC)

Specifications:

QUANTITY	DESCRIPTION
500 pcs.	<b>Brochure/Pamphlet:</b>
	Size: 8.27x19.69 inches
	Stocks/Color: C2S220 Board type: 4/4
	Lamination: Plastic Lamination
	Binding: (3folds/5panels)
	Others: With Scoring
300 pcs	<b>Booklet:</b>
	Size: 89x9 inches
	Stocks/Color-Cover: C2S180; 4/4
	No. of Pages: 20pages including cover
	Lamination: Matte Lamination Cover
	Binding: Saddle
	With layout
1000 pcs	<b>Press-kit (Folder):</b>
	Size: 10x12 inches with 4inches 1side flap folded
	Stocks/color: C2S220 Board type 4/4
	Lamination: Matte Lamination
	Others: Pasting with flap on both sides, with die cutting
500 pcs	<b>Notepad:</b>
	Size: 5.25x7.5inches
	Stocks/Color: BP60; 4/0



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	Binding: Padded
	<p><b>Additional Requirements:</b></p> <p>The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. EXPERIENCE – highly experienced in rush publishing press-kit, notepad, brochure, and booklet with layout from the bureau</li> <li>2. QUALITY – expertise in creating well-organized, modern and sophisticated layout</li> <li>3. TECHNICAL KNOWLEDGE – adequate knowledge of the bureau, its structure and the way the information must be presented in digital design elements</li> <li>4. GEOGRAPHIC PROXIMITY – within Manila area for minimum movement and ease of delivery</li> <li>5. TIMELINESS – able to provide layout design concepts, proofing, printing and delivery in <b>2 working days.</b></li> </ol>

**Delivery Term/Duration: 2 calendar days**

Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor’s Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex “A”). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex “A”)**

Submission of quotation and eligibility documents is on or before **March 20, 2023, 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.



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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**

Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division



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Annex "A"

## PRICE QUOTATION FORM

Date:

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

Project Title: **Printing and Delivery of brochures, booklet notepad and press kit**

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:

QUAN TITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
500 pcs.	<b>Brochure/Pamphlet:</b>		
	Size: 8.27x19.69 inches		
	Stocks/Color: C2S220 Board type: 4/4		
	Lamination: Plastic Lamination		
	Binding: (3folds/5panels)		
	Others: With Scoring		
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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

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



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

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

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