



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Layout, Printing and Delivery of the BOC Mid-Year Report 2023"** 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 : **Layout, Printing and Delivery of the BOC Mid-Year Report 2023**

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

Approved Budget : **Three Hundred Eighty-Eight Thousand Two Hundred Pesos (Php388,200.00)**

for the Contract (ABC) : **inclusive of tax**

Specifications:

| QUANTITY                  | DESCRIPTION  |
|---------------------------|--|
| 200 copies                | <b>No of Pages:</b> 50-60 Pages (Inclusive of Cover)   |
|                           | <b>Size:</b> 25.5 cm (L) x 22.5 cm (H) or A4   |
|                           | <b>Cover:</b> Offset Printing, Stock C2S 160 lbs.  |
|                           | <b>Inside page:</b> C2S 80 lbs.  |
|                           | <b>Color:</b> Full color cover and inside pages Finishing Matte Lamination w/ Sport UV   |
|                           | <b>Packaging:</b> White envelope with cover design   |
|                           | <b>Binding:</b> Perfect  |
|                           | <b>Scope of work:</b> To include conceptualization, layout and design, printing, and delivery with provision for soft copy.  |
|                           | <b>Additional Requirements:</b><br>The publishing company shall be selected based on the following criteria:   |
|                           | <ol style="list-style-type: none"> <li>1. <b>EXPERIENCE</b> – highly experienced in publishing related materials of the Bureau of Customs;</li> <li>2. <b>QUALITY</b> – expert in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials;</li> <li>3. <b>TECHNICAL KNOWLEDGE</b> – has adequate knowledge about the Bureau’s standards and preferred styles on layout and designs of the publication materials;</li> <li>4. <b>GEOGRAPHIC PROXIMITY</b> – within the Manila area for minimum movement and ease of delivery; and</li> <li>5. <b>TIMELINESS</b> - able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</li> </ol> |
| <b>Delivery Duration:</b> |  |



|  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• One (1) mockup copy shall be provided by the supplier <b>three (3) working days after receipt of the NTP</b></li><li>• Complete number of copies shall be delivered within <b>five (5) calendar days upon approval</b> of the mockups provided by the supplier.</li></ul> |
|--|---|

**Delivery Term/Duration: 8 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 **July 17, 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.

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





Annex "A"

## PRICE QUOTATION FORM

Date:

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

Project Title: **Layout, Printing and Delivery of the BOC Mid-Year Report 2023**

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:

| QUANTITY   | DESCRIPTION   | UNIT PRICE | TOTAL PRICE |
|------------|---|------------|-------------|
| 200 copies | <b>No of Pages:</b> 50-60 Pages (Inclusive of Cover)  |            |             |
|            | <b>Size:</b> 25.5 cm (L) x 22.5 cm (H) or A4  |            |             |
|            | <b>Cover:</b> Offset Printing, Stock C2S 160 lbs.   |            |             |
|            | <b>Inside page:</b> C2S 80 lbs.   |            |             |
|            | <b>Color:</b> Full color cover and inside pages<br>Finishing Matte Lamination w/ Sport UV   |            |             |
|            | <b>Packaging:</b> White envelope with cover design  |            |             |
|            | <b>Binding:</b> Perfect   |            |             |
|            | <b>Scope of work:</b> To include conceptualization, layout and design, printing, and delivery with provision for soft copy.   |            |             |
|            | <b>Additional Requirements:</b><br>The publishing company shall be selected based on the following criteria: <ol style="list-style-type: none"> <li><b>EXPERIENCE</b> – highly experienced in publishing related materials of the Bureau of Customs;</li> <li><b>QUALITY</b> – expert in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials;</li> <li><b>TECHNICAL KNOWLEDGE</b> – has adequate knowledge about the Bureau’s standards and preferred</li> </ol> |            |             |



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

|  |   |  |  |
|--|---|--|--|
|  | <p>styles on layout and designs of the publication materials;</p> <p>4. <b>GEOGRAPHIC PROXIMITY</b> – within the Manila area for minimum movement and ease of delivery; and</p> <p>5. <b>TIMELINESS</b> - able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</p>   |  |  |
|  | <p><b>Delivery Duration:</b></p> <ul style="list-style-type: none"> <li>• One (1) mockup copy shall be provided by the supplier <b>three (3) working days after receipt of the NTP</b></li> <li>• Complete number of copies shall be delivered within <b>five (5) calendar days upon approval</b> of the mockups provided by the supplier.</li> </ul> |  |  |

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

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

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

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