



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Printing of Bureau of Customs Citizen's Charter Handbook**" 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 of Bureau of Customs Citizen's Charter Handbook**  
Location : **Public Information and Assistance Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Five Hundred Thirty Thousand Pesos (Php 530,000.00)**

### Specifications

QTY.	DESCRIPTION
1 LOT	Pre-Press and Printing Requirements:  Size: A4 Number of Pages: 288 pages excluding cover, with layout Color: Full color Cover, Grayscale content Paper: FC 15 – cover, Book 60 – inside, Perfect binding, with flyleaf (1 sheet no print) Offset perfect binding With flyleaf (1 sheet no print)  Number of copies per issue: 1000 copies  Php 530 per copy x 1000 copies/month = Php530,000.00

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before December 26, 2019 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,



**RAQUEL G. DE JESUS**

Acting 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
<b>LOT 1</b>	Pre-Press and Printing Requirements:  Size: A4 Number of Pages: 288 pages excluding cover, with layout Color: Full color Cover, Grayscale content Paper: FC 15 – cover, Book 60 – inside, Perfect binding, with flyleaf (1 sheet no print) Offset perfect binding With flyleaf (1 sheet no print)  Number of copies per issue: 1000 copies  Php 530 per copy x 1000 copies/month = Php530,000.00		

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)