



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 project **Conceptualization, Layout Design and Printing of BOC Newsletter**, in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : **Conceptualization, Layout Design and Printing of BOC Newsletter**  
Location : **Public Information and Assistance Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Two Hundred Fifty Thousand Pesos (Php 250,000.00), inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
3000	copies/ month	Format: Tabloid size newspaper
		Size: 11' x 12 1/2'
		No. of Pages: 8 pages
		Color: All pages in full color
		Type of Paper: 55 gsm Improved Newsprint paper
		No. of Issue: 12 issues (to include January and February issue)

Delivery Term: Every first week of the month  
Start Date: March 2018- December 2018

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 be submitted), PhilGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), 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 March 2, 2018, 10:00 a.m., at the 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,

  
**GLADYS F. ROSALES, MPA, CESE**  
Deputy Commissioner,   
Internal Administration Group

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:

Quantity	Description	Unit Price	Total Price
3000 copies per month	Format: Tabloid size newspaper		
	Size: 11' x 12 1/2'		
	No. of Pages: 8 pages		
	Color: All pages in full color		
	Type of Paper:55 gsm Improved Newsprint paper		
	No. of Issue: 12 issues (to include January and February issue)		

Warranty : \_\_\_\_ months from the date of delivery

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)