



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 BOC Newsletter**" 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 BOC Newsletter**
Location: **General Services Division OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Four Hundred Five Thousand (Php405,000.00) - inclusive of tax**

Specifications:

QTY.	UNIT	DESCRIPTION
12,000	Copies	Format: Tabloid size newsletter
		Size: 11 inches x 12.5 inches (folded)
2,000		No. of Pages: 16 pages including cover
copies		Layout: Print ready
per		Color: All pages in full color
issue		Type of Paper: 55 gsm newsprint paper
X		Process: Offset
6		No. of Issue: Every two months (6 issues/year)
issues		

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") and see posting in PhilGeps Website.

Submission of quotation and eligibility documents is on or before January 27, 2020 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.

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.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
12,000	Copies	Format: Tabloid size newsletter		
		Size: 11 inches x 12.5 inches (folded)		
2,000		No. of Pages: 16 pages including cover		
0		Layout: Print ready		
copies per issue		Color: All pages in full color		
X		Type of Paper: 55 gsm newsprint paper		
6		Process: Offset		
issues		No. of Issue: Every two months (6 issues/year)		

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. _____