



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Newspaper Publication of CAO 01-2022"** 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: **Newspaper Publication of CAO 01-2022**

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

Approved Budget for the Contract: **Two Hundred Forty-Nine Thousand Three Hundred Twelve Pesos (Php249,312.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1 LOT	<p>AD MATERIAL: <b>CAO 01-2022</b> – Customs Bonded Warehouses</p> <p>NO. OF PAGES: 35 pages A4 size, full text document</p> <p>NEWSPAPER: Broadsheet</p> <p>NO. OF ISSUE: Once (1)</p> <p>COLOR: Black and White</p> <p>OTHERS: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication</p> <p><b>IMPORTANT REQUIREMENTS:</b>  The newspaper/supplier shall be evaluated based on the following criteria:</p> <ol style="list-style-type: none"> <li>Broadsheet/national newspaper of general circulation in the Philippines;</li> <li>At least 15 years in publishing business;</li> <li>Highly experienced in publishing Notices and Issuances from the Bureau;</li> <li>Among the Top five (5) Broadsheet Newspaper in terms of readership;</li> <li>Proficient in creating well-organized, easy to read layout in digital format.</li> </ol>

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before **March 14, 2022, 10:00 a.m.**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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**  
Chief Administrative Officer  
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
1 LOT	<p><b>AD MATERIAL: CAO 01-2022</b> – Customs Bonded Warehouses                      NO. OF PAGES: 35 pages A4 size, full text document                      NEWSPAPER: Broadsheet                      NO. OF ISSUE: Once (1)                      COLOR: Black and White                      OTHERS: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication</p> <p><b>IMPORTANT REQUIREMENTS:</b>                      The newspaper/supplier shall be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>a. Broadsheet/national newspaper of general circulation in the Philippines;</li> <li>b. At least 15 years in publishing business;</li> <li>c. Highly experienced in publishing Notices and Issuances from the Bureau;</li> <li>d. Among the Top five (5) Broadsheet Newspaper in terms of readership;</li> <li>e. Proficient in creating well-organized, easy to read layout in digital format.</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

\_\_\_\_\_  
 Contact Number

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

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

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