



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Newspaper Publication of CAO 02-2022"** 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 02-2022**

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

Approved Budget for the Contract: **One Hundred Sixty Thousand Six Hundred Eight Pesos (Php160,608.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1 LOT	<p>AD MATERIAL: CAO 02-2022 – "Rules and Regulations in the implementation of the ATA System in the Philippines"</p> <p>NO. OF PAGES: 20 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>IMPORTANT REQUIREMENTS: The newspaper/supplier shall be evaluated based on the following criteria:</p> <ol style="list-style-type: none"> Broadsheet/national newspaper of general circulation in the Philippines; At least 15 years in publishing business; Highly experienced in publishing Notices and Issuances from the Bureau; Among the Top five (5) Broadsheet Newspaper in terms of readership; Proficient in creating well-organized, easy to read layout in digital format.

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 **April 18, 2022, 10:00 a.m.**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.



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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.

Very truly yours,


ISAGANI D. GALSIM
Chief Administrative Officer
General Services Division



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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>AD MATERIAL: CAO 02-2022 – "Rules and Regulations in the implementation of the ATA System in the Philippines"</p> <p>NO. OF PAGES: 20 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>IMPORTANT REQUIREMENTS: The newspaper/supplier shall be evaluated based on the following criteria:</p> <ol style="list-style-type: none"> Broadsheet/national newspaper of general circulation in the Philippines; At least 15 years in publishing business; Highly experienced in publishing Notices and Issuances from the Bureau; Among the Top five (5) Broadsheet Newspaper in terms of readership; Proficient in creating well-organized, easy to read layout in digital format. 		

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



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Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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