



# BUREAU OF CUSTOMS

Professionalism Integrity Accountability



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Publication of CAO 11-2020**" 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 : **Publication of CAO 11-2020**

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

Approved Budget for the Contract : **One Hundred Thirty-Seven Thousand Eighty-Eight Pesos (Php 137,088.00) inclusive of tax**

Specifications :

QTY.	DESCRIPTION
1 LOT	<b>AD Material:</b> Customs Administrative Order (CAO) No. 11-2020 "Rules, Regulations and Procedures Governing the Establishment and Operation of Duty and Tax-Free Stores and Warehouses Operated by Duty Free Philippines Corporation"  <b>No. of Pages:</b> 16 pages A4 size document <b>Newspaper:</b> Broadsheet <b>No. of Issue:</b> Once (1) <b>Color:</b> Black and White <b>Others:</b> Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication

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 August 28, 2020, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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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. 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

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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	<b>AD Material:</b> Customs Administrative Order (CAO) No. 11-2020 "Rules, Regulations and Procedures Governing the Establishment and Operation of Duty and Tax-Free Stores and Warehouses Operated by Duty Free Philippines Corporation"  <b>No. of Pages:</b> 16 pages A4 size document <b>Newspaper:</b> Broadsheet <b>No. of Issue:</b> Once (1) <b>Color:</b> Black and White <b>Others:</b> Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication		

Total Amount:

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

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

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

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## TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

QTY.	DESCRIPTION	STATEMENT OF COMPLIANCE
<b>1 LOT</b>	<b>AD Material:</b> Customs Administrative Order (CAO) No. 11-2020 "Rules, Regulations and Procedures Governing the Establishment and Operation of Duty and Tax-Free Stores and Warehouses Operated by Duty Free Philippines Corporation"	
	<b>No. of Pages:</b> 16 pages A4 size document	
	<b>Newspaper:</b> Broadsheet	
	<b>No. of Issue:</b> Once (1)	
	<b>Color:</b> Black and White	
	<b>Others:</b> Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication	

I hereby certify to comply with all the above Technical Specifications.

**Name of Company** \_\_\_\_\_

**Signature over Printed Name of Representative** \_\_\_\_\_

**Date:** \_\_\_\_\_

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