



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Publication of CMO 09-2021**" 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 CMO 09-2021**

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

Approved Budget for the Contract: **Two Hundred Sixty-Seven Thousand Four Hundred Fifty-Six Pesos (Php 267,456.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1 LOT	<p>AD Material: Customs Memorandum Order (CMO) 09-2021 "Guidance in the Implementation of Customs Administrative Order (CAO) No. 05-2020 on Customs Clearance Procedures on Express Shipments" No. of Pages: 31 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>IMPORTANT REQUIREMENTS: The track record of the publishing company will be taken into consideration. Accordingly, the newspaper shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> Broadsheet/national newspaper of general circulation in the Philippines; Number of 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; Expertise in creating well-organized and easy to read layout in digital format

Interested suppliers are required to submit hard copies of 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, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.



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Submission of quotation and eligibility documents is on or before March 22, 2021 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,

A handwritten signature in blue ink, appearing to read 'Raquel G. De Jesus'.

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:

Name of Project: **Publication of CMO 09-2021**

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 LOT	<p>AD Material: Customs Memorandum Order (CMO) 09-2021 "Guidance in the Implementation of Customs Administrative Order (CAO) No. 05-2020 on Customs Clearance Procedures on Express Shipments"</p> <p>No. of Pages: 31 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 track record of the publishing company will be taken into consideration. Accordingly, the newspaper shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> a. Broadsheet/national newspaper of general circulation in the Philippines; b. Number of years in publishing business; c. Highly experienced in publishing Notices and Issuances from the Bureau; d. Among the Top five (5) Broadsheet Newspaper in terms of readership; e. Expertise in creating well-organized and easy to read layout in digital format 		



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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)