



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Redesign of the Bureau of Customs Website”** 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: **Redesign of the Bureau of Customs Website**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **One Hundred Ninety-One Thousand Pesos (PHP191,000.00) - inclusive of tax**
 Specifications:

Project Timeline	Description
15 – 21 Business Days	<ul style="list-style-type: none"> • WordPress PlatForm • Web Design Concept • Chat system & Chatbot Assistant • Fast Loading Pages • Mobile – Friendly Web Pages • Redesign ALL current pages of the Site • Unlimited Revisions (within scope of work) • Website Dry-run and Demo • 60 Day Free Technical Support

Delivery Term/Duration: 30 calendar days
 Subject to Retention Money 1-5% Contract Amount

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 and Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, 2020 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 **August 26, 2022, 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.



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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,



ISAGANI D. GALSIM

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

Project Title: Redesign of the Bureau of Customs Website

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:

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Project Timeline	Description	Total Cost
15 – 21 Business Days	<ul style="list-style-type: none"> • WordPress PlatForm • Web Design Concept • Chat system & Chatbot Assistant • Fast Loading Pages • Mobile – Friendly Web Pages • Redesign ALL current pages of the Site • Unlimited Revisions (within scope of work) • Website Dry-run and Demo • 60 Day Free Technical Support 	

Total amount in words: _____

Delivery Term/Duration: 30 calendar days

Subject to Retention Money 1-5% Contract Amount

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company

Contact No.



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Mayor's Permit No. _____

PhilGEPS Registration No. _____

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