

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for "**Publication and Distribution of the 2020 BOC Time Release Study (TRS) Report**" 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 and Distribution of the 2020 BOC Time Release Study (TRS) Report**

Location: **Bureau of Customs Port Area Manila**

Approved Budget for the Contract: **One Hundred Eight Thousand Nine Hundred Pesos (Php108,900.00) inclusive of tax**

**Specifications**

<b>QTY.</b>	<b>DESCRIPTION</b>	
1 LOT	<b>No. of Copies:</b>	30 copies
	<b>No. of Pages:</b>	57 pages (Back to back printing)
	<b>Size:</b>	A4
	<b>Cover Color:</b>	Full Color
	<b>Inside Color:</b>	Full Color
	<b>Lamination:</b>	Matt with Spot UV
	<b>Binding:</b>	Perfect
	<b>Scope of Work:</b>	

**Delivery Term: 10 calendar days**

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 September 24, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website.

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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*Professionalism Integrity Accountability*



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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

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

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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:

Subject: **Publication and Distribution of the 2020 BOC Time Release Study (TRS) Report**

QTY.	DESCRIPTION.	UNIT PRICE	TOTAL PRICE
1 LOT	<b>No. of Copies:</b> 30 copies <b>No. of Pages:</b> 57 pages (Back to back printing) <b>Size:</b> A4 <b>Cover Color:</b> Full Color <b>Inside Color:</b> Full Color <b>Lamination:</b> Matt with Spot UV <b>Binding:</b> Perfect <b>Scope of Work:</b>		

**Delivery Term: 10 calendar days**

Total amount in words:

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

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

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

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

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

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

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