



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of 100 Days Report of Commissioner Bienvenido Rubio"** 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 : **Printing and Delivery of 100 Days Report of Commissioner Bienvenido Rubio**
 Location : **Bureau of Customs Port Area Manila**
 Approved Budget : **Two Hundred Eighty-Seven Thousand Pesos (Php287,000.00)**
 for the Contract (ABC) : **inclusive of tax**

Specifications:

QUANTITY	DESCRIPTION
200 copies	No of Pages: 50 Pages (Inclusive of Cover)
	Size: 25.5 cm (L) x 22.5 cm (H) or A4
	Cover: Offset Printing, Stock C2S 160 lbs.
	Inside page: C2S 80 lbs.
	Color: Full color cover and inside pages Finishing Matte Lamination w/ Sport UV
	Binding: Perfect
	Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy.
	Additional Requirements: <ol style="list-style-type: none"> 1. EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs; 2. QUALITY – expertise in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials; 3. TECHNICAL KNOWLEDGE – adequate knowledge about the Bureau’s standards and preferred styles on layout and designs of the publication materials; 4. GEOGRAPHIC PROXIMITY – within the Manila area for minimum movement and ease of delivery; and 5. TIMELINESS - able to provide layout design concepts, proofing, printing, and delivery in 5 working days.
Delivery Duration: <ul style="list-style-type: none"> • One (1) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP • Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier. 	



Delivery Term/Duration: 8 calendar days

Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **May 15, 2023, 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. 8527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



Annex "A"

PRICE QUOTATION FORM

Date:

The Bids and Awards Committee
 Bureau of Customs
 Port Area, Manila

Project Title: **Printing and Delivery of 100 Days Report of Commissioner Bienvenido Rubio**

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:

QUAN TITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
200 copies	No of Pages: 50 Pages (Inclusive of Cover)		
	Size: 25.5 cm (L) x 22.5 cm (H) or A4		
	Cover: Offset Printing, Stock C2S 160 lbs.		
	Inside page: C2S 80 lbs.		
	Color: Full color cover and inside pages Finishing Matte Lamination w/ Sport UV		
	Binding: Perfect		
	Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy.		
Additional Requirements: <ol style="list-style-type: none"> 1. EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs; 2. QUALITY – expertise in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials; 3. TECHNICAL KNOWLEDGE – adequate knowledge about the Bureau’s standards and preferred styles on layout and designs of the publication materials; 			



	<p>4. GEOGRAPHIC PROXIMITY – within the Manila area for minimum movement and ease of delivery; and</p> <p>5. TIMELINESS - able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</p>		
	<p>Delivery Duration:</p> <ul style="list-style-type: none"> One (1) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier. 		

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

 Telephone/Fax

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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