



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Layout and Printing of the BOC Annual Report 2023"** 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: **Layout and Printing of the BOC Annual Report 2023**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Seven Hundred Sixty-Two Thousand Five Hundred Pesos (Php762,500.00) - inclusive of tax**
- Specifications:

Quantity	Description
500 copies	<p>No. of Pages: 70-90 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 Packaging: Envelope with cover design Scope of work: To include conceptualization, layout and design, printing, and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs; QUALITY – expert in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials; TECHNICAL KNOWLEDGE – has adequate knowledge about the Bureau's standards and preferred styles on layout and designs of publication materials; GEOGRAPHIC PROXIMITY – within the Manila area for minimum movement and ease of delivery; and TIMELINESS – able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</p>



	Delivery Duration: Two (2) 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.
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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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. 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 **December 04, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

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



PRICE QUOTATION FORM

Date

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

Project Title: **Layout and Printing of the BOC Annual Report 2023**

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:

Quantity	Description	Unit Cost	Total Cost
500 copies	<p>No. of Pages: 70-90 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 Packaging: Envelope with cover design Scope of work: To include conceptualization, layout and design, printing, and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs; QUALITY – expert in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials; TECHNICAL KNOWLEDGE – has adequate knowledge about the Bureau's standards and preferred styles on layout and designs of publication materials; GEOGRAPHIC PROXIMITY – within the Manila area for minimum movement and ease of delivery; and TIMELINESS – able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</p> <p>Delivery Duration: Two (2) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP</p>		



Gate 3, South Harbor, Port Area, Manila 1018

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	Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier.		
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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

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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



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