



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for **Conceptualization, Layout and Printing of Commissioner's 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 : **Conceptualization, Layout and Printing of Commissioner's Report**

Location : **Ground Floor, Office of the Commissioner (OCOM) Building, Gate**

Approved Budget for the Contract: **Two Hundred Fifty Thousand Pesos, (Php 250,000.00), inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1,000 copies	No. of Pages: 44 pages including cover
	Cover: 140 lb Gloss Cover
	Cover Color: Full Color both sides
	Inside Paper: 110lb gloss text
	Inside Color: Full color (4/4)
	Size: Letter (8 1/2" x 11")
	Finishing: Perfect Bound
	Scope of Work:
	To include <ul style="list-style-type: none">• Photoshoot (as necessary);• Printing• Provision for soft copy

Delivery Term: Twenty (20) days from signing of PO

Interested suppliers are required to submit their sample, 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 **November 16, 2017, 10:00 am**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

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,


GLADYS F. ROSALES, MPA, CESE
OIC, Deputy Commissioner
Internal Administration Group

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:

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1,000	copies	No. of Pages: 44 pages including cover		
		Cover: 140 lb Gloss Cover		
		Cover Color: Full Color both sides		
		Inside Paper: 110lb gloss text		
		Inside Color: Full color (4/4)		
		Size: Letter (8 1/2" x 11")		
		Finishing: Perfect Bound		
		Scope of Work:		
		To include <ul style="list-style-type: none">• Photoshoot (as necessary);• Printing• Provision for soft copy		

Warranty: ____ months from the date of delivery

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)