



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 **Layout Design and Printing of Newsletters** 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 Design and Printing of Newsletters

Location : Ground Floor, Office of the Commissioner (OCOM) Building, Gate 3, South Harbor, Port Area, Manila

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

Specifications:

QTY.	DESCRIPTION
3,000	Format: Tabloid size newspaper
copies per	Size: 11" x 12 1/2"
month	No. of pages: 8 pages
	Layout: Print-ready
	Color: All pages in Full Color
	Type of Paper: 55gsm Improved Newsprint paper
	No. of issue: 12 issues (To include January to February Layout Design and Printing)

Delivery Term: Every first week of the month

Start date: March 2017 – December 2017

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 be 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 **February 24, 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,


JOSEPH G. ESCASIO
Officer-In-Charge, Administration Office
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:

Quantity	Description	Unit Price	Total Price
3,000 copies per month	Format: Tabloid size newspaper		
	Size: 11" x 12 1/2"		
	No. of pages: 8 pages		
	Layout: Print-ready		
	Color: All pages in Full Color		
	Type of Paper: 55gsm Improved Newsprint paper		
	No. of issue: 12 issues (To include January to February Layout Design and Printing)		

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)