



### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **Printing, Supply and Delivery of Brochure and Various Flyers**, 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, Supply and Delivery of Brochure and Various Flyers**  
Location : **Public Information and Assistance Division (PIAD) Ground Floor, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Three Hundred Fifty Thousand Pesos (Php 350,000.00), inclusive of tax**

Specifications:

QTY.	DESCRIPTION
3,650 copies	<b>BROCHURE –“FAQ on Customs”</b>
	No. of Pages: 1 page back to back, Tri-fold
	Color: Full Color both sides
	Paper: 155 gsm (gloss)
	Size: A4 (8.27 x 11.69 inches)
	Layout: Print-ready
3,650 copies	<b>FLYER 1- “Customs 101”</b>
	No. of Pages: One-half page: back to back
	Color: Full Color both sides
	Paper: 148 gsm (gloss)
	Size: ½ Letter size (215.9 by 279.4 mm)
	Layout: Print-ready
3,000 copies	<b>FLYER 2 –“Scam Alert”</b>
	No. of Pages: One-half page: one side only
	Color: Full Color
	Paper: 148 gsm (gloss)
	Size: ½ Letter size (215.9 by 279.4 mm)
	Layout: Print-ready
3,000 copies	<b>FLYER 3- “Hassle-Free Purchases from Abroad”</b>
	No. of Pages: One-half page: one side only
	Color: Full Color
	Paper: 148 gsm (gloss)
	Size: ½ Letter size (215.9 by 279.4 mm)

	Layout: Print-ready
3,000 copies	<b>FLYER 4- "Online Love Scam advisory"</b>
	No. of Pages: One-half page: one side only
	Color: Full Color
	Paper: 148 gsm (gloss)
	Size: ½ Letter size (215.9 by 279.4 mm)
	Layout: Print-ready
3,000 copies	<b>FLYER 5- "Claiming of Parcel"</b>
	No. of Pages: One-half page: one side only
	Color: Full Color
	Paper: 148 gsm (gloss)
	Size: ½ Letter size (215.9 by 279.4 mm)
	Layout: Print-ready

Delivery Term: 20cd upon signing of P.O.

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/ Business Tax Return and typewritten or computerized and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **March 9, 2018, 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 initialled 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,

  
**GLADYS F. ROSALES, MPA, CESE**  
 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:

Quantity	Description	Unit Price	Total Price
3,650 copies	<b>BROCHURE –"FAQ on Customs"</b>		
	No. of Pages: 1 page back to back, Tri-fold		
	Color: Full Color both sides		
	Paper: 155 gsm (gloss)		
	Size: A4 (8.27 x 11.69 inches)		
	Layout: Print-ready		
3,650 copies	<b>FLYER 1- "Customs 101"</b>		
	No. of Pages: One-half page: back to back		
	Color: Full Color both sides		
	Paper: 148 gsm (gloss)		
	Size: ½ Letter size (215.9 by 279.4 mm)		
	Layout: Print-ready		
3,000 copies	<b>FLYER 2 –"Scam Alert"</b>		
	No. of Pages: One-half page: one side only		
	Color: Full Color		
	Paper: 148 gsm (gloss)		
	Size: ½ Letter size (215.9 by 279.4 mm)		
	Layout: Print-ready		
3,000 copies	<b>FLYER 3- "Hassle-Free Purchases from Abroad"</b>		
	No. of Pages: One-half page: one side only		
	Color: Full Color		
	Paper: 148 gsm (gloss)		

	Size: ½ Letter size (215.9 by 279.4 mm)		
	Layout: Print-ready		
3,000 copies	<b>FLYER 4- "Online Love Scam advisory"</b>		
	No. of Pages: One-half page: one side only		
	Color: Full Color		
	Paper: 148 gsm (gloss)		
	Size: ½ Letter size (215.9 by 279.4 mm)		
	Layout: Print-ready		
3,000 copies	<b>FLYER 5- "Claiming of Parcel"</b>		
	No. of Pages: One-half page: one side only		
	Color: Full Color		
	Paper: 148 gsm (gloss)		
	Size: ½ Letter size (215.9 by 279.4 mm)		
	Layout: Print-ready		

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)