



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for **Printing, Supply and Delivery of Collaterals for Information Campaign on CAO 02 - 2016, IMPORTED GOODS WITH DE-MINIMIS NOT SUBJECT TO DUTIES AND TAXES (CMTA IRR Information Dissemination)**, 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 Collaterals for Information Campaign on CAO 02 - 2016, IMPORTED GOODS WITH DE-MINIMIS NOT SUBJECT TO DUTIES AND TAXES (CMTA IRR Information Dissemination)**

Location : **OCOM, Project Management Office, G/F
OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Two Hundred Thousand Pesos (Php 200,000.00), inclusive of tax**

Specifications :

Qty.	Unit	DESCRIPTION
15,000	pcs	Collateral <ul style="list-style-type: none">• Cardboard fan (shaped and size according to layout and design)• Printed on C2580 glossy paper (70 – 80 gsm) glued to white cardstock (300 – 350 gsm) or directly printed on white cardstock (300 – 350 gsm)• Laminated• Back to Back Printing• Full – color Layout and Graphic Design <ul style="list-style-type: none">• Adjustments on lay-out and design as necessary

Delivery Term: Three (3) calendar days from signing of PO

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before November 14, 2016, 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ATTY. ARTURO M. LACHICA, CESO II
Deputy Commissioner, IAG 

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
15,000 pcs	Collateral <ul style="list-style-type: none">• Cardboard fan (shaped and size according to layout and design)• Printed on C2580 glossy paper (70 – 80 gsm) glued to white cardstock (300 – 350 gsm) or directly printed on white cardstock (300 – 350 gsm)• Laminated• Back to Back Printing• Full – color Layout and Graphic Design <ul style="list-style-type: none">• Adjustments on lay-out and design as necessary		

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)