



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **Printing and Delivery of Accounting Policies and Procedural manual (APPM)** 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 and Delivery of the "Accounting Policies and Procedural Manual (APPM)"**
 Location : **Bureau of Customs Port Area Manila**
 Approved Budget : **One Hundred Ninety-Two Thousand Pesos (Php192,000.00)**
 for the Contract (ABC) **inclusive of tax**
 Specifications:

QUANTITY	DESCRIPTION
100 copies	<p>No. of Pages: 90 pages inc. cover Size: 6x9 inches Cover: Soft Bound Cover: Full Color; Front Lamination: Matt w/ Spot UV Inside Pages: Full color; Front Binding: Perfect Scope of work: To include conceptualization, layout & design, printing & delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ul style="list-style-type: none"> a) Experience – Highly experienced in publishing information materials from the Bureau b) Quality – Expertise in creating well-organized, modern and sophisticated layout c) Technical Knowledge – Adequate knowledge of the bureau, its structure and the way the information must be presented in digital design elements d) Geographic Proximity – within Manila area for minimum movement and ease of delivery e) Timeliness – able to provide concepts, proofing, printing and delivery in 5 working days
500 copies	<p>No. of Pages: 90 pages inc. cover Size: 6x9 inches Cover: Soft Bound Cover: Full Color; Front Inside Pages: Black & White Binding: Perfect Scope of work: To include conceptualization, layout & design, printing & delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ul style="list-style-type: none"> f) Experience – Highly experienced in publishing information materials from the Bureau



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	<p>g) Quality – Expertise in creating well-organized, modern, and sophisticated layout</p> <p>h) Technical Knowledge – Adequate knowledge of the bureau, its structure, and the way the information must be presented in digital design elements</p> <p>i) Geographic Proximity – within Manila area for minimum movement and ease of delivery</p> <p>Timeliness – able to provide concepts, proofing, printing, and delivery in 5 working days</p>
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Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed.

Submission of quotation and eligibility documents is on or before **June 06, 2022, 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. 8527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Chief Administrative Officer
General Services Division



Annex "A"

PRICE QUOTATION FORM

Date:

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

Project Title: **Printing and Delivery of the "Accounting Policies and Procedural Manual (APPM)"**

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
100 copies	<p>No. of Pages: 90 pages inc. cover Size: 6x9 inches Cover: Soft Bound Cover: Full Color; Front Lamination: Matt w/ Spot UV Inside Pages: Full color; Front Binding: Perfect Scope of work: To include conceptualization, layout & design, printing & delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ul style="list-style-type: none"> a) Experience – Highly experienced in publishing information materials from the Bureau b) Quality – Expertise in creating well-organized, modern and sophisticated layout c) Technical Knowledge – Adequate knowledge of the bureau, its structure and the way the information must be presented in digital design elements d) Geographic Proximity – within Manila area for minimum movement and ease of delivery e) Timeliness – able to provide concepts, proofing, printing and delivery in 5 working days 		



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TOTAL			

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

Telephone/Fax

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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