



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 Design and Printing of BOC 2018 Annual 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 DESIGN AND PRINTING OF BOC 2018 ANNUAL REPORT**

Location : Public Information and Assistance Division (PIAD) Ground Floor, 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 :

<b>QTY.</b>	<b>DESCRIPTION</b>
<b>500 copies</b>	No. of Pages: <b>70-75 pages including cover</b> Cover: <b>160 lb Gloss Cover with Spot UV</b> Cover Color: <b>Full Color both sides</b> Inside Paper: <b>80 lb gloss text</b> Inside Color: <b>Full color (4/4)</b> Size: <b>25.5 cm. (W) x 22.5 cm. (H)</b> Finishing: <b>Perfect Bound</b> Scope of Work: <b>To include</b> <b>1. Conceptualization</b> <b>2. Photoshoot (as necessary)</b> <b>2. Layout and Design</b> <b>3. Printing</b> <b>4. Provision for soft copy</b>

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

Interested suppliers are required to submit their 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 January 22, 2019, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**ATTY. FRANCIS T. TOLIBAS**

Acting Chief, General Services Division

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.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<b>500 copies</b>	No. of Pages: <b>70-75 pages including cover</b> Cover: <b>160 lb Gloss Cover with Spot UV</b> Cover Color: <b>Full Color both sides</b> Inside Paper: <b>80 lb gloss text</b> Inside Color: <b>Full color (4/4)</b> Size: <b>25.5 cm. (W) x 22.5 cm. (H)</b> Finishing: <b>Perfect Bound</b> Scope of Work: <b>To include</b> <b>1. Conceptualization</b> <b>2. Photoshoot (as necessary)</b> <b>2. Layout and Design</b> <b>3. Printing</b> <b>4. Provision for soft copy</b>		

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)