



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 a Small Value Procurement for "**Publication of CAO 1-2020, CAO 2-2020, CAO 3-2020, CAO 4-2020 and CAO 5-2020**" 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 : **Publication of CAO 1-2020, CAO 2-2020, CAO 3-2020, CAO 4-2020 and CAO 5-2020**

Location : **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract : **Three Hundred Twenty-Eight Thousand Three Hundred Thirty-Nine Pesos and Twenty Centavos (Php 328,339.20)**

Specifications :

QTY.	DESCRIPTION
1 LOT	<p>AD Material: Customs Administrative Order (CAO) No. 1-2020 "Fines and Surcharges for Clerical Errors, Misdeclaration, Misclassification and Undervaluation"</p> <p>No. of Pages: 7 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication</p> <p>AD Material: Customs Administrative Order (CAO) No. 2-2020 "Dispute Settlement and Protest"</p> <p>No. of Pages: 14 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication</p> <p>AD Material: Customs Administrative Order (CAO) No. 3-2020 "Disposition of Seized, Abandoned and Forfeited Goods in Customs Custody"</p>

<p>No. of Pages: 21 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication</p>
<p>AD Material: Customs Administrative Order (CAO) No. 4-2020 "Redefining the Jurisdictional Limits of the Customs Districts of Zamboanga and Cagayan De Oro"</p> <p>No. of Pages: 2 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication</p>
<p>AD Material: Customs Administrative Order (CAO) No. 5-2020 "Customs Clearance Procedures on Express Shipment"</p> <p>No. of Pages: 13 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication</p>

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 February 28, 2020 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,


RAQUEL G. DE JESUS
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
1 LOT	AD Material: Customs Administrative Order (CAO) No. 1-2020 "Fines and Surcharges for Clerical Errors, Misdeclaration, Misclassification and Undervaluation" No. of Pages: 7 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication		
	AD Material: Customs Administrative Order (CAO) No. 2-2020 "Dispute Settlement and Protest" No. of Pages: 14 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication		
	AD Material: Customs Administrative Order (CAO) No. 3-2020		

	<p>"Disposition of Seized, Abandoned and Forfeited Goods in Customs Custody"</p> <p>No. of Pages: 21 pages A4 size, full text with logo Newspaper: Broadsheet No. of Issue: Once (1) Color: Black and White Others: Provide layout design, proofread as necessary, and supply two (2) copies of newspaper upon publication</p>		
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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)