

PROFESSIONALISM

ACCOUNTABILITY

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "Printing and Delivery of BOC 2021 Accomplishment 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 : Printing and Delivery of BOC 2021 Accomplishment Report

Location : Bureau of Customs, Port Area, Manila

Approved Budget : Two Hundred Forty-Seven Thousand Five Hundred Pesos

for the Contract (Php247,500.00) - inclusive of tax

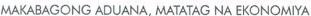
Specifications :

QUANTITY	DESCRIPTION		
	No. of Pages: 70-75 inc. cover		
	Size: 25.5 cm (W) x 22.5 cm (L)		
	Cover: C2S 160 lbs		
	Color: Full Color		
	Inside: C2S 80 lbs		
	Color: Full Color .		
	Lamination: Matt w/ Spot UV		
	Binding: Perfect		
	Scope of Work to Include: Conceptualization, Layout & Design, Printing, and Provision for soft copy		
	Delivery Duration:		
	One (1) mockup copy shall be provided by the supplier two (2) working days		
500 Copies	after receipt of the NTP		
excluding mockup	• Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockup provided by the supplier.		
mockup			
	Additional Requirements:		
	The publishing company shall be selected based on the following criteria:		
	a) Experience – Highly experienced in publishing Annual Report from the Bureau		
	b) Quality Expertise in creating well-organized, modern and sophisticated layout		
	c) Technical Knowledge – has 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 layout design concepts, proofing, printing,		
	and delivery within 5 calendar days		

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for



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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 sealed.

Submission of quotation and eligibility documents is on or before February 11, 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,

Chief Administrative Officer General Services Division



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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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
500 Copies excluding mockup	No. of Pages: 70-75 inc. cover Size: 25.5 cm (W) x 22.5 cm (L) Cover: C2S 160 lbs Color: Full Color Inside: C2S 80 lbs Color: Full Color Lamination: Matt w/ Spot UV Binding: Perfect Scope of Work to Include: Conceptualization, Layout & Design, Printing, and Provision for soft copy Delivery Duration: • One (1) mockup copy shall be provided by the supplier two (2) working days after receipt of the NTP • Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockup provided by the supplier. Additional Requirements: The publishing company shall be selected based on the following criteria: a) Experience – Highly experienced in publishing Annual Report from the Bureau b) Quality – Expertise in creating well-organized, modern, and sophisticated layout c) Technical Knowledge – has 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 layout design concepts, proofing, printing, and delivery within 5 calendar days		•

The above-quoted prices are inclusive of all costs and applicable taxes.



BUREAU OF CUSTOMS MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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Very truly yours,	
	_
Name/ Signature of Representative	
N	-
Name of Company	
Telephone/Fax	
Mayor's Permit No	
PhilGEPS Registration No	
(Please submit the photocopies of the quotation)	e above documents upon submission of