



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Newspaper Publication of NOTICE TO LEASE from the BOC Sub-Port of Iligan**" 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: **Newspaper Publication of NOTICE TO LEASE from the BOC Sub-Port of Iligan**

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

Approved Budget for the Contract: **Fourteen Thousand Nine Hundred Eighteen Pesos and Forty Centavos (Php14,918.40) - inclusive of tax**

Specifications :

QTY.	DESCRIPTION
1 LOT	<p>AD MATERIAL: "NOTICE TO LEASE" – BOC-Sub-port of Iligan</p> <p>NO. OF PAGES: 1/8 page, full text document</p> <p>NEWSPAPER: Broadsheet</p> <p>NO. OF ISSUE: Twice (2)</p> <p>COLOR: Black and White</p> <p>OTHERS: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication</p> <p>IMPORTANT REQUIREMENTS: The newspaper/supplier shall be selected based on the following criteria:</p> <ul style="list-style-type: none">a. Broadsheet/national newspaper of general circulation in the Philippines;b. At least 15 years in publishing business;c. Highly experienced in publishing Notices and Issuances from the Bureau;d. Among the Top five (5) Broadsheet Newspaper in terms of readership;e. Proficient in creating well-organized, easy to read layout in digital format.

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All**

must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **May 13, 2024, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph or bec-svp@customs.gov.ph.

Very truly yours,


ISAGAM D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division

Annex "A"

PRICE QUOTATION FORM

Date

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

Project Name: **Newspaper Publication of NOTICE TO LEASE from the BOC Sub-Port of Iligan**

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	AMOUNT
LOT 1	<p>AD MATERIAL: "NOTICE TO LEASE" – BOC-Sub-port of Iligan NO. OF PAGES: 1/8 page, full text document NEWSPAPER: Broadsheet NO. OF ISSUE: Twice (2) COLOR: Black and White OTHERS: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication</p> <p>IMPORTANT REQUIREMENTS: The newspaper/supplier shall be selected based on the following criteria:</p> <ul style="list-style-type: none">a. Broadsheet/national newspaper of general circulation in the Philippines;b. At least 15 years in publishing business;c. Highly experienced in publishing Notices and Issuances from the Bureau;d. Among the Top five (5) Broadsheet Newspaper in terms of readership;e. Proficient in creating well-organized, easy to read layout in digital format.	

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

Contact Number

Mayor's Permit No.

PhilGEPS Registration No.

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