



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 **Conceptualization, Layout Design and Printing of BOC 2017 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 2017 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: Three Hundred Fifty Thousand Pesos,
(Php 350,000.00) , inclusive of tax

Specifications:

QTY.	DESCRIPTION
1,000 copies	No. of Pages: 70-75 pages including cover
	Cover: 120 lb Gloss Cover
	Cover Color: Full Color both sides
	Inside Paper: 90 lb gloss text
	Inside Color: Full color (4/4)
	Size: 25.5 cm (W) x 22.5 cm (H)
	Finishing: Perfect Bound
	Scope of Work:
	To include 1. Photoshoot (as necessary); 2.Layout and Design 3. Printing 4. Provision for soft copy

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

Interested suppliers are required to submit their sample, 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 typewritten or computerized and duly signed price quotation form (Annex "A").


Submission of quotation and eligibility documents is on or before **January 25, 2018, 10:00 am**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

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,


GLADYS F. ROSALES, MPA, CESE
Deputy Commissioner
Internal Administration Group

1/25/18

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:

Quantity	Description	Unit Price	Total Price
1,000 copies	No. of Pages: 70-75 pages including cover		
	Cover: 120 lb Gloss Cover		
	Cover Color: Full Color both sides		
	Inside Paper: 90 lb gloss text		
	Inside Color: Full color (4/4)		
	Size: 25.5 cm (W) x 22.5 cm (H)		
	Finishing: Perfect Bound		
	Scope of Work:		
	To include 1. Photoshoot (as necessary); 2. Layout and Design 3. Printing 4. Provision for soft copy		

Warranty : _____ months from the date of delivery

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)