



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Layout, Printing and Delivery of the 100 Days Report of Commissioner Yogi Filemon Ruiz"** 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 : **Layout, Printing and Delivery of the 100 Days Report of Commissioner Yogi Filemon Ruiz**

Location : **Bureau of Customs, Port Area, Manila**

Approved Budget : **One Hundred Forty-Eight Thousand Pesos (Php148,000.00) - inclusive of tax**

Specifications :

QUANTITY	DESCRIPTION
100 copies	<p>Size: 25.5 cm (L) x 22.5 cm (H) or A4 No. of Pages: 50 pages (inclusive of Cover) Cover: Offset Printing, Stock C2S 160 lbs Inside page: C2S 80 lbs Color: Full color cover and inside pages Finishing Matte Lamination w/Sport UV Binding: Perfect Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: a) Experience – Highly experienced in publishing information materials from the Bureau b) Well established – in the publishing business for more than 15 years c) Geographic Proximity – within Manila area for minimum movement and ease of delivery d) Timeliness – able to provide proofing, printing, and delivery within 7 business days after approval of mock-up</p> <p>Delivery Duration: a) One (1) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP b) Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier</p>

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit,



DTI/SEC Registration (for 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 signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **November 7, 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,

ISAGAMID 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 Title: Layout, Printing and Delivery of the 100 Days Report of
 Commissioner Yogi Filemon Ruiz**

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
100 copies	<p>Size: 25.5 cm (L) x 22.5 cm (H) or A4 No. of Pages: 50 pages (inclusive of Cover) Cover: Offset Printing, Stock C25 160 lbs Inside page: C25 80 lbs Color: Full color cover and inside pages Finishing Matte Lamination w/Sport UV Binding: Perfect Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: a) Experience – Highly experienced in publishing information materials from the Bureau b) Well established – in the publishing business for more than 15 years c) Geographic Proximity – within Manila area for minimum movement and ease of delivery d) Timeliness – able to provide proofing, printing, and delivery within 7 business days after approval of mock-up</p> <p>Delivery Duration: a) One (1) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP b) Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier</p>		

Total amount in words: _____



BUREAU OF CUSTOMS
MAKABAGONG ADJUNA, MATATAG NA EKONOMIYA



REPUBLIKA NG PILIPINAS

PAITE-SPIIT

AG. C. O. - I. A. B. U. T.

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

Very truly yours,

Name/ Signature of Representative

Name of Company

Telephone/Fax

Mayor's Permit No. _____
PhilGEPS Registration No. _____

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