



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 2020 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: **Printing and Delivery of BOC 2020 Annual Report**

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

Approved Budget for the Contract: **Two Hundred Seventy-Five Thousand Pesos (Php 275,000.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
500 copies	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: 10 calendar days

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also be submitted); 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 January 25, 2021 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.



BUREAU OF CUSTOMS

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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



BUREAU OF CUSTOMS

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PROFESSIONALISM

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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	Printing and Delivery of BOC 2020 Annual Report 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: 10 calendar days

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)