



## 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 Newsletter for 2022"** 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 Newsletter for 2022**

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

Approved Budget for the Contract : **Two Hundred Four Thousand Six Hundred Pesos (Php204,600.00) - inclusive of tax**

Specifications :

QUANTITY	DESCRIPTION
12,000 copies  (2,000 copies per issue x 6 issues)	<p><b>CUSTOMS GAZETTE</b>  <b>Size:</b> 12 inches (L) x 8.5 inches (W); folded  <b>No. of Pages:</b> 8 pages  <b>Layout:</b> Supplied; print-ready  <b>Color:</b> All pages in full color  <b>Paper:</b> BP60 newsprint paper  <b>No. of issue:</b> 6 issues (every two months @ 2,000 copies per issue)  <b>Process:</b> Offset  <b>Scope of work:</b> 1 mock-up, printing, and delivery</p> <p><b>Additional Requirements:</b>  The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>Experience – Highly experienced in publishing information materials from the Bureau</li> <li>Well established – in the publishing business for more than 15 years</li> <li>Geographic Proximity – within Manila area for minimum movement and ease of delivery</li> <li>Timeliness – able to provide proofing, printing, and delivery within 7 business days after approval of mock-up</li> </ol>

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, 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 sealed.

Submission of quotation and eligibility documents is on or before **February 15, 2022, 10:00 a.m.,** at **General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**



# BUREAU OF CUSTOMS

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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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief Administrative Officer  
General Services Division



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
12,000 copies  (2,000 copies per issue x 6 issues)	<p><b>CUSTOMS GAZETTE</b>  <b>Size:</b> 12 inches (L) x 8.5 inches (W); folded  <b>No. of Pages:</b> 8 pages  <b>Layout:</b> Supplied; print-ready  <b>Color:</b> All pages in full color  <b>Paper:</b> BP60 newsprint paper  <b>No. of issue:</b> 6 issues (every two months @ 2,000 copies per issue)  <b>Process:</b> Offset  <b>Scope of work:</b> 1 mock-up, printing, and delivery</p> <p><b>Additional Requirements:</b>  The publishing company shall be selected based on the following criteria:</p> <ul style="list-style-type: none"> <li>a) Experience – Highly experienced in publishing information materials from the Bureau</li> <li>b) Well established – in the publishing business for more than 15 years</li> <li>c) Geographic Proximity – within Manila area for minimum movement and ease of delivery</li> <li>d) Timeliness – able to provide proofing, printing, and delivery within 7 business days after approval of mock-up</li> </ul>		

Total amount in words: \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative



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\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Telephone/Fax

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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