



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of Balikbayan Boxes' Guidelines Flyers and Posters"** 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 Balikbayan Boxes' Guidelines Flyers and Posters**
- Location : **Bureau of Customs, Port Area, Manila**
- Approved Budget for the Contract : **Two Hundred Twenty-Eight Thousand Five Hundred Pesos (Php228,500.00) - inclusive of tax**
- Specifications : **1 LOT**

QTY	DESCRIPTION
25,000 pcs	<p>Balikbayan Box Guidelines Flyers Size: 5.8in x 8.3inches Printing: 2side only (Back-to-Back) Paper: Matte Lamination Color: Full Color Layout: Print-ready</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: 1. Experience – highly experienced in publishing flyers from the Bureau 2. Quality – expertise in creating well-organized, modern, and sophisticated layout 3. Technical Knowledge – adequate knowledge of the Bureau, its structure, and the way the information must be presented in digital design elements 4. Geographic Proximity – within Manila area for minimum movement and ease of delivery 5. Timeliness – able to provide layout design concepts, proofing, printing and delivery in 7 working days</p>
45 pcs	<p>Balikbayan Box Guidelines Retractable Tarpaulin Stand Trade Show Sign Holder with Tarpaulin Type: Pull-up Roll-up Banner Material: Steal Color: One Side Print (Full Color) Size: 2.75ft x 6.5ft Layout: Print-ready</p>



	<p>Delivery: 7 working days</p> <p>Additional Requirement:</p> <ul style="list-style-type: none">• Retractable base stores and protects graphics• Adjustable pole can be positioned at heights between 63• Quick to assemble and easy to use• Lightweight and convenient to travel with• Sturdy aluminum frame for longer life span
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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 **November 12, 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.

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,

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

Project Title: **Printing and Delivery of Balikbayan Boxes' Guidelines Flyers and Posters**

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
25,000 pcs	<p>Balikbayan Box Guidelines Flyers Size: 5.8in x 8.3inches Printing: 2side only (Back-to-Back) Paper: Matte Lamination Color: Full Color Layout: Print-ready</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: 1. Experience – highly experienced in publishing flyers from the Bureau 2. Quality – expertise in creating well-organized, modern, and sophisticated layout 3. Technical Knowledge – adequate knowledge of the Bureau, its structure, and the way the information must be presented in digital design elements 4. Geographic Proximity – within Manila area for minimum movement and ease of delivery 5. Timeliness – able to provide layout design concepts, proofing, printing and delivery in 7 working days</p>		



BUREAU OF CUSTOMS

MAKAGONG ADUANA, MATATAG NA EKONOMIKA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

45 pcs	<p>Balikbayan Box Guidelines Retractable Tarpaulin Stand Trade Show Sign Holder with Tarpaulin</p> <p>Type: Pull-up Roll-up Banner Material: Steel Color: One Side Print (Full Color) Size: 2.75ft x 6.5ft Layout: Print-ready Delivery: 7 working days</p> <p>Additional Requirement:</p> <ul style="list-style-type: none"> • Retractable base stores and protects graphics • Adjustable pole can be positioned at heights between 63 • Quick to assemble and easy to use • Lightweight and convenient to travel with • Sturdy aluminum frame for longer life span 		
GRAND TOTAL:			

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)