



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Procurement of the League Magazine May-June 2022 Issue: BOC Inside Page Only"** 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 : **Procurement of the League Magazine May-June 2022 Issue: BOC Inside Page Only**

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

Approved Budget for the Contract (ABC) : **Fifty Thousand Pesos (Php50,000.00) inclusive of tax**

Specifications:

ITEM	DESCRIPTION	QUANTITY
1	Size: 8.5 x 11	200 copies
	DPI: 300	
	Cover: 140	
	Lamination: Matte Laminate	
	Color: Full Color	
	Inside Materials: C2S100	
	Offset printing	

Delivery Duration/ Terms: 5 Calendar Days upon receipt of Notice to Proceed Subject for Deduction of 1%-5% Retention Money

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 submitted), 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.

Submission of quotation and eligibility documents is on or before **May 24, 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. 527-9757 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: **Procurement of the League Magazine May-June 2022 Issue: BOC Inside Page Only**

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:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Size: 8.5 x 11	200 copies		
	DPI: 300			
	Cover: 140			
	Lamination: Matte Laminate			
	Color: Full Color			
	Inside Materials: C2S100			
	Offset printing			

**Delivery Duration/ Terms: 7 Calendar Days upon receipt of Notice to Proceed
Subject for Deduction of 1%-5% Retention Money**

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

Very truly yours,

Name/ Signature of Representative

Name of Company

Phone/Contact Numner

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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