



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for **Digital and Social Media Asset Management Services**, 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 : **Digital and Social Media Asset Management Services**  
Location : **Ground Floor, Office of the Commissioner (OCOM) Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Nine hundred ninety thousand pesos (Php 990,000.00), inclusive of tax**

### Specifications:

Qty.	Unit	DESCRIPTION
1	Lot	<p><b>GENERAL DESCRIPTION OF REQUIRED SERVICES</b></p> <ul style="list-style-type: none"><li>Assist the Bureau in its social media promotion</li></ul> <p><b>SPECIFIC REQUIREMENTS</b></p> <ul style="list-style-type: none"><li>Maintain the official Facebook and Twitter pages</li><li>Determine posts/visuals on each social media page, and determine their effectivity</li><li>Manage the boosting of these pages, and the advertising of both pages and their content</li><li>Brainstorming with OCOM and the Public Information and Assistance (PIAD) for social media rebranding and promotion</li></ul>

Delivery Term: Three (3) calendar days from signing of PO

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/ Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before January 24, 2017, 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 initialled 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](mailto:bacsecretariat@customs.gov.ph)

Very truly yours,



**JOSEPH G. ESCASIO**  
Officer-in-Charge, Administration Office  
Internal Administration Group



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:

Quantity	Description	Unit Price	Total Price
1 Lot	<p><b>GENERAL DESCRIPTION OF REQUIRED SERVICES</b></p> <ul style="list-style-type: none"><li>Assist the Bureau in its social media promotion</li></ul> <p><b>SPECIFIC REQUIREMENTS</b></p> <ul style="list-style-type: none"><li>Maintain the official Facebook and Twitter pages</li><li>Determine posts/visuals on each social media page, and determine their effectivity</li><li>Manage the boosting of these pages, and the advertising of both pages and their content</li><li>Brainstorming with OCOM and the Public Information and Assistance (PIAD) for social media rebranding and promotion</li></ul>		

Warranty : \_\_\_\_ months from the date of delivery

Total amount in words:

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