



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 a Small Value Procurement for **Supply and Delivery of Souvenirs for 27th ASEAN Coordinating Committee on Customs (27th ASEAN CCC) Meeting**, 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: **Supply and Delivery of Souvenirs for 27th ASEAN Coordinating Committee on Customs (27th ASEAN CCC) Meeting**

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

Approved Budget for the Contract: **One Hundred Thousand Pesos (Php100,000.00), inclusive of tax**

Specifications:

QTY	UNIT	DESCRIPTION
1	lot	<p><u>27TH ASEAN COORDINATING COMMITTEE ON CUSTOMS (CCC) MEETING</u></p> <p><u>SOUVENIR ITEM</u></p> <p>1. Service Provider shall be able to provide souvenirs for sixty (60) pax with the following:</p> <p>Conference Bags</p> <ul style="list-style-type: none">• Unisex Black Polyester Conference/Shoulder Bag• The measurements: 14.37" at widest x 13" tall at center x 4" deep. 46" removable adjustable strap with 20" drop, 13" dual top handles with 4" drop.• 100% polyester for the exterior• Bag tag with printed ASEAN Logo <p>Notebook</p> <ul style="list-style-type: none">• Cover : soft leather cover (30 pcs white and 30 pcs black) with embossed ASEAN logo• Inner Paper Color and Design : ecru color with grid lines• Paper Grams Available : 70 GSM• Size: A5 (5.83" x 8.27")• Edges : Round• No. of Pages : 150 pages• Binding: Saddle Stitch <p>2. Service Provider shall be able to provide corporate jackets for twenty (20) pax with the following:</p>

		<p>Corporate Jacket</p> <ul style="list-style-type: none"> • Stelin corporate jacket with lining • Sport collar • With (two) 2 side pockets • With embroidered left chest ASEAN Logo • Color: Black <p>3. Products must be delivered by the service provider at least one week before the event dated October 18, 2017.</p>
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Interested suppliers are required to submit their 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 October 13, 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 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,


GLADYS F. ROSALES, MPA, CSEE
 OIC, Deputy Commissioner
 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><u>27TH ASEAN COORDINATING COMMITTEE ON CUSTOMS (CCC) MEETING</u></p> <p><u>SOUVENIR ITEM</u></p> <p>1. Service Provider shall be able to provide souvenirs for sixty (60) pax with the following:</p> <p>Conference Bags</p> <ul style="list-style-type: none">• Unisex Black Polyester Conference/Shoulder Bag• The measurements: 14.37" at widest x 13" tall at center x 4" deep. 46" removable adjustable strap with 20" drop, 13" dual top handles with 4" drop.• 100% polyester for the exterior• Bag tag with printed ASEAN Logo <p>Notebook</p> <ul style="list-style-type: none">• Cover : soft leather cover (30 pcs white and 30 pcs black) with embossed ASEAN logo• Inner Paper Color and Design : ecru color with grid lines• Paper Grams Available : 70 GSM• Size: A5 (5.83" x 8.27")• Edges : Round		

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Warranty: ____ months from the date of delivery

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)