



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for **"Printing and Delivery of Flyers, Posters and Pamphlets"** 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 Flyers, Posters and Pamphlets**

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

Approved Budget for the Contract: **One Hundred Eighty Two Thousand Pesos (Php182,000.00) inclusive of tax**

Specifications

QTY.	DESCRIPTION
1 LOT	<p data-bbox="412 968 1182 1006"><u>Printing and Delivery of Flyers on Parcel Guidelines</u></p> <p data-bbox="412 1041 1315 1300"> Size: 6.5 x 6.5 inches Paper: C2S 110 gsm glossy paper Printing: One side only Color: Full Color Scope of Work: Printing and Delivery with Provision for Soft Copy Quantity: 50,000 Pieces </p>
	<p data-bbox="412 1373 1252 1411"><u>Printing of Poster on BOC Cares and Flyers for Traveler's</u></p> <p data-bbox="412 1446 760 1484"><u>Description for POSTER</u></p> <p data-bbox="412 1519 1315 1809"> Size: 24x 36 inches Paper: Acid free paper (270 gsm) Printing: One side only Color: Full Color Layout: Print-ready Scope of Work: Printing and Delivery with provision for soft copy Quantity: 150 pieces </p> <p data-bbox="412 1844 737 1882"><u>Description for FLYER</u></p>

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

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	<p>Size: A4 Paper: 155 gsm Printing: 2 sides (Back to back, tri-fold) Color: Full Color Layout: Print-ready Scope of Work: Printing and Delivery with provision for soft copy Quantity: 1,500 pieces</p>
	<p><u>Printing of FLYERS on Notice to Travelers</u></p> <p>Size: 8.5 x 4 inches Paper: C2S 110 gsm glossy paper Printing: Back to back Color: Full Color Layout: Print-ready Scope of Work: Printing and Delivery Quantity: 3,000 pieces</p>
	<p><u>Printing of Pamphlet and Flyer on Traveler's Guidelines and Customer Care</u></p> <p><u>Description for Guidelines for Travelers Pamphlet</u></p> <p>Size: Legal size (8.5 x 14 inches) Paper: 155 gsm glossy paper Printing: 2 sides (Back to back, 4-fold) Color: Full Color Layout: Print-ready Quantity: 3,000 pieces</p> <p><u>Description for Guidelines for Travelers Pamphlet</u></p> <p>Size: 25 cm (H) x 10 cm (W) Paper: 155 gsm glossy paper Printing: 2 sides (Back to back) Color: Full Color Layout: Print-ready Quantity: 3,000 pieces</p>
	<p><u>Printing of BOC-NAIA Flyers regarding in NAIA Online Filing Process</u></p> <p>Size: 25 cm (H) x 10 cm (W) Paper: 155 gsm glossy paper</p>

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Printing:	2 sides (Back to back)
Color:	Full Color Cover
Quantity:	3,000 copies

Delivery Term: 20 working days

Interested suppliers are required to submit their 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").

Submission of quotation and eligibility documents is on or before July 03, 2020 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila and see posting in PhilGeps website.

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,


RAQUEL G. DE JESUS
Acting Chief, General Services Division

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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
1 LOT	<u>Printing and Delivery of Flyers on Parcel Guidelines</u> Size: 6.5 x 6.5 inches Paper: C2S 110 gsm glossy paper Printing: One side only Color: Full Color Scope of Work: Printing and Delivery with Provision for Soft Copy Quantity: 50,000 Pieces		
	<u>Printing of Poster on BOC Cares and Flyers for Traveler's</u> <u>Description for POSTER</u> Size: 24x 36 inches		

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Delivery Term: 20 working days

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)

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