



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of Desk Calendar and Diary with Matte Lamination"** 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 Desk Calendar and Diary with Matte Lamination**

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

Approved Budget : **Ninety-Two Thousand Five Hundred Pesos (Php92,500.00)**

for the Contract (ABC) : **inclusive of tax**

Specifications:

QUANTITY	DESCRIPTION
500 pcs	<p>Size: 9x6 inches Stock-Standee: Pasteboard 50/Marble Cloth like Inside/Color: C2S180; 4/4 No. of Leaves: 13 Leaves Binding: Wire-O Scope of work: To include conceptualization, layout & design, printing & delivery with provision for soft copy</p> <p>Delivery Duration:</p> <ul style="list-style-type: none"> One (1) mockup copy shall be provided by the supplier two (2) working days after receipt of the NTP Complete number of copies shall be delivered within seven (7) calendar days upon approval of the mockups provided by the supplier.

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **January 27, 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.



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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

Head, BAC Secretariat/
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 Desk Calendar and Diary with Matte Lamination**

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
500 pcs	<p>Size: 9x6 inches Stock-Standee: Pasteboard 50/Marble Cloth like Inside/Color: C2S180; 4/4 No. of Leaves: 13 Leaves Binding: Wire-O Scope of work: To include conceptualization, layout & design, printing & delivery with provision for soft copy</p> <p>Delivery Duration:</p> <ul style="list-style-type: none"> One (1) mockup copy shall be provided by the supplier two (2) working days after receipt of the NTP Complete number of copies shall be delivered within seven (7) calendar days upon approval of the mockups provided by the supplier. 		

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

Telephone/Fax

Mayor's Permit No.



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PhilGEPS Registration No. _____

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