



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of Additional 100 days Report of Commissioner Yogi Filemon Ruiz"** 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 Additional 100 days Report of Commissioner Yogi Filemon Ruiz**

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

Approved Budget : **One Hundred Seventy-Two Thousand Five Hundred Pesos (Php172,500.00)**

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

Specifications:

QUANTITY	DESCRIPTION
300 copies	<p>No. of Pages: 40 pages Size: 25.5cm (L) x 22.5cm (H) Cover: C2S 160lbs with Lamination and spot UV Inside Page: C2S 80lbs Color: Full color cover and inside pages Binding: Perfect 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 three (3) working days after receipt of the NTP • Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier. <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> a) Experience – Highly experienced in publishing information materials from the Bureau b) Quality – Expertise in creating well-organized, modern and sophisticated layout c) Technical Knowledge – Adequate knowledge of the bureau, its structure and the way the information must be presented in digital design elements d) Geographic Proximity – within Manila area for minimum movement and ease of delivery e) Timeliness – able to provide concepts, proofing, printing and delivery in 5 working days

Delivery Term/Duration: 8 calendar days

Subject to Retention Money 1-5% Contract Amount

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



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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. Submitted hard copy must be properly tabbed.

Submission of quotation and eligibility documents is on or before **December 12, 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. 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 Additional 100 days Report of Commissioner Yogi Filemon Ruiz**

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
300 copies	<p>No. of Pages: 40 pages Size: 25.5cm (L) x 22.5cm (H) Cover: C2S 160lbs with Lamination and spot UV Inside Page: C2S 80lbs Color: Full color cover and inside pages Binding: Perfect 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 three (3) working days after receipt of the NTP • Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier. <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ul style="list-style-type: none"> f) Experience – Highly experienced in publishing information materials from the Bureau g) Quality – Expertise in creating well-organized, modern and sophisticated layout h) Technical Knowledge – Adequate knowledge of the bureau, its structure and the way the information must be presented in digital design elements i) Geographic Proximity – within Manila area for minimum movement and ease of delivery a) Timeliness – able to provide concepts, proofing, printing and delivery in 5 working days 		

Total amount in words: _____



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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. _____

PhilGEPS Registration No. _____

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