



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Procurement of Services for Third-Party Survey on Institutional Awareness, Trust and Satisfaction Rating for Year 2022”** 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:

Procurement of Services for Third-Party Survey on Institutional Awareness, Trust and Satisfaction Rating for Year 2022

Location:

General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila

Approved Budget for the Contract:

Five Hundred Thousand Pesos (Php500,000.00) - inclusive of tax

Specifications: **1 LOT**

Particulars	
Type of Study	Institutional Awareness, Trust & Satisfaction Rating Survey
Objective	To determine awareness, trust and satisfaction rating of the Bureau of Customs
Survey Area	Nationwide Philippines
Sampling Design	Purposive sampling for External Stakeholders and random sampling for General Public
Methodology	Online Survey
Respondents	BOC external stakeholders: a. Males/Females b. 18 years old and above c. registered importers, brokers, and representative General Public: a. Males/Females b. 18 years old and above Non-registered importers, brokers, and representative
Sample Size	1,000 interviews (700 external stakeholder and 300 general public)



Responsibilities of the 3rd party surveyor	<ol style="list-style-type: none"> a. Crafting of questions on awareness (about the institution and selected programs/services), trust and satisfaction b. Programming of online survey c. Disseminate survey link to general public d. Data processing e. Final report Presentation of results
Activity Duration	6 weeks
Payment Method	100% payment upon completion of the project

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **November 11, 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. 85227-9757 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: Procurement of Services for Third-Party Survey on Institutional Awareness, Trust and Satisfaction Rating for Year 2022

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:

PARTICULARS		Total Amount
Type of Study	Institutional Awareness, Trust & Satisfaction Rating Survey	
Objective	To determine awareness, trust and satisfaction rating of the Bureau of Customs	
Survey Area	Nationwide Philippines	
Sampling Design	Purposive sampling for External Stakeholders and random sampling for General Public	
Methodology	Online Survey	
Respondents	BOC external stakeholders: d. Males/Females e. 18 years old and above f. registered importers, brokers, and representative General Public: c. Males/Females d. 18 years old and above Non-registered importers, brokers, and representative	
Sample Size	1,000 interviews (700 external stakeholder and 300 general public)	



Responsibilities of the 3rd party surveyor	f. Crafting of questions on awareness (about the institution and selected programs/services), trust and satisfaction g. Programming of online survey h. Disseminate survey link to general public i. Data processing j. Final report Presentation of results	
Activity Duration	6 weeks	
Payment Method	100% payment upon completion of the project	

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

Phone/Contact Number

Mayor's Permit No. _____
PhilGEPS Registration No. _____
(Please submit the photocopies of the above documents upon submission of quotation)