



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of BOC Newsletter for 2024"** 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 BOC Newsletter for 2024**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **Two Hundred Twenty-Two Thousand Pesos (Php222,000.00) - inclusive of tax**
 Specifications:

QUANTITY	DESCRIPTION
2,000 copies per issue x 6 issues Twelve Thousand copies (12,000)	CUSTOMS GAZETTE
	Size: 12 inches (L) x 8.5 cm (W); folded
	No of Pages: 8 pages
	Layout: supplied; print-ready
	Color: All pages in full color
	Paper: BP60 Glossy Paper
	No. of Issue: 6 issues (every two months @2000 copies per issue)
	Process: Offset
	Scope of work: 1 mock-up, printing, and delivery
	Additional Requirements: <ol style="list-style-type: none"> EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs; QUALITY – expertise in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials; TECHNICAL KNOWLEDGE – adequate knowledge about the Bureau’s standards and preferred styles on layout and designs of the publication materials; GEOGRAPHIC PROXIMITY – within the Manila area for minimum movement and ease of delivery; and TIMELINESS - able to provide layout design concepts, proofing, printing, and delivery in 3 working days. RESPONSIVE – able to respond promptly via Viber of text message and work well under pressure.



	<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 THREE (3) calendar days upon approval of the mockups provided by the supplier.
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Delivery Term/Duration: 5 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 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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **December 27, 2023, 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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGANI D. GALSIM
 Head, BAC Secretariat/
 Chief Administrative Officer
 General Services Division



Gate 3, South Harbor, Port Area, Manila 1018

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Annex "A"

PRICE QUOTATION FORM

Date:

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Project Title: **Printing and Delivery of BOC Newsletter for 2024**

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
2,000 copies per issue x 6 issues Twelve Thousand copies (12,000)	CUSTOMS GAZETTE		
	Size: 12 inches (L) x 8.5 cm (W); folded		
	No of Pages: 8 pages		
	Layout: supplied; print-ready		
	Color: All pages in full color		
	Paper: BP60 Glossy Paper		
	No. of Issue: 6 issues (every two months @2000 copies per issue)		
	Process: Offset		
	Scope of work: 1 mock-up, printing, and delivery		
	Additional Requirements: <ol style="list-style-type: none">EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs;QUALITY – expertise in creating a well-organized, modern, and sophisticated layout and design for magazines, reports, and other publication materials;TECHNICAL KNOWLEDGE – adequate knowledge about the Bureau's standards and preferred styles on layout and designs of the publication materials;GEOGRAPHIC PROXIMITY – within the Manila area for minimum movement and ease of delivery; and		



	<p>5. TIMELINESS - able to provide layout design concepts, proofing, printing, and delivery in 3 working days.</p> <p>6. RESPONSIVE – able to respond promptly via Viber or text message and work well under pressure.</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 THREE (3) 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

Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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



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