



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 AMO Accreditation Booklet and Prior Disclosure Program Flyer"** 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 AMO Accreditation Booklet and Prior Disclosure Program Flyer**

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

Approved Budget for the Contract: **Ninety-Four Thousand Two Hundred and Fifty Pesos (Php94,250.00) - inclusive of tax**

Specifications :

LOT 1

QTY	ITEM DESCRIPTION
3,500 Copies	AMO Accreditation Booklet Size: 22x22 cm Stocks/Color- Cover: C2S100; 4/4 Stocks/Color- Inside: C2S80; 4/4 Lamination: Glossy Binding: Saddle Stich No. of Pages: 10 Pages Inc. Front and Back Cover
3,000 Copies	Prior Disclosure Program (PDP) Flyers Size: 14.73 cm width x 21.08 cm height Printing: 1 page Stocks/Color- Inside: C2S60; 4/4 Paper: 155 gsm Glossy Paper Color: Full Color Layout: Print-ready Scope of Work: To include printing and delivery with provision for soft copy Additional Requirements: The publishing company shall be selected based on the following criteria: <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 booklet report and other publication materials;TECHNICAL KNOWLEDGE – adequate knowledge about the Bureau's standards and preferred styles on layout and designs of publication materials;GEOGRAPHIC PROXIMITY – within the Metro Manila area for minimum movement and ease of delivery; and



	<p>5. TIMELINESS – able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</p> <p>Delivery Duration</p> <p>a. Two (2) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP.</p> <p>b. Complete number of copies shall be delivered within four (5) calendar days upon approval of the mockups provided by the supplier.</p>
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Delivery Term/Duration: Eight (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 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 **May 13, 2024, 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 or boc-svp@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 AMO Accreditation Booklet and Prior Disclosure Program Flyer

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	ITEM DESCRIPTION	UNIT COST	TOTAL COST
3,500 Copies	<p>AMO Accreditation Booklet Size: 22x22 cm Stocks/Color- Cover: C2S100; 4/4 Stocks/Color- Inside: C2S80; 4/4 Lamination: Glossy Binding: Saddle Stich No. of Pages: 10 Pages Inc. Front and Back Cover</p>		
3,000 Copies	<p>Prior Disclosure Program (PDP) Flyers Size: 14.73 cm width x 21.08 cm height Printing: 1 page Stocks/Color- Inside: C2S60; 4/4 Paper: 155 gsm Glossy Paper Color: Full Color Layout: Print-ready</p> <p>Scope of Work: To include printing and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> 6. EXPERIENCE – highly experienced in publishing related materials of the Bureau of Customs; 7. QUALITY – expertise in creating a well-organized, modern, and sophisticated layout and design for booklet report and other publication materials; 8. TECHNICAL KNOWLEDGE – adequate knowledge about the Bureau's standards and preferred 		



	<p>styles on layout and designs of publication materials;</p> <p>9. GEOGRAPHIC PROXIMITY – within the Metro Manila area for minimum movement and ease of delivery; and</p> <p>10. TIMELINESS – able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</p> <p>Delivery Duration</p> <p>c. Two (2) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP.</p> <p>d. Complete number of copies shall be delivered within four (5) calendar days upon approval of the mockups provided by the supplier.</p>		
TOTAL AMOUNT:			

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)

