



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

### REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake Small Value Procurement for **Layout Design and Printing of BOC Annual Report** 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 : Layout Design and Printing of BOC Annual Report

Location : Ground Floor, Office of the Commissioner (OCOM) Building,  
Gate  
3, South Harbor, Port Area, Manila

Approved Budget for the Contract: Three Hundred Fifty Thousand Pesos,  
(Php 350,000.00) , inclusive of tax

Specifications:

<b>QTY.</b>	<b>DESCRIPTION</b>
<b>1,000 copies</b>	No. of Pages: <b>48-52 pages including cover</b>
	Cover: <b>120 lb Gloss Cover</b>
	Cover Color: <b>Full Color both sides</b>
	Inside Paper: <b>100lb gloss text</b>
	Inside Color: <b>Full color (4/4)</b>
	Size: <b>A4 (8.3" x 11.7")</b>
	Finishing: <b>Perfect Bound</b>
	Scope of Work:
	<b>To include 1. Photoshoot (as necessary); 2. Layout and Design 3. Printing 4. Provision for soft copy</b>

Delivery Term: Twenty (20) days from signing of PO

Interested suppliers are required to submit their sample, valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also be submitted), PHILGEPs Registration Certificate, Omnibus Sworn Statement, Latest Income/ Business Tax Return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **March 16, 2017, 10:00 am**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**JOSEPH G. ESCASIO**

Officer-In-Charge, Administration Office  
Internal Administration Group



Annex "A"

### PRICE QUOTATION FORM

\_\_\_\_\_  
Date

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

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
<b>1,000 copies</b>	No. of Pages: <b>48-52 pages including cover</b>		
	Cover: <b>120 lb Gloss Cover</b>		
	Cover Color: <b>Full Color both sides</b>		
	Inside Paper: <b>100lb gloss text</b>		
	Inside Color: <b>Full color (4/4)</b>		
	Size: <b>A4 (8.3" x 11.7")</b>		
	Finishing: <b>Perfect Bound</b>		
	Scope of Work:		
	<b>To include 1. Photoshoot (as necessary); 2. Layout and Design 3. Printing 4. Provision for soft copy</b>		

Warranty : \_\_\_\_ months from the date of delivery

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

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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