



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 **Graphic Design and Layout Services for the Information Campaign on Customs Modernization and Tariff Act (CMTA IRR Information Dissemination)**, 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 : **Graphic Design and Layout Services for the Information Campaign on Customs Modernization and Tariff Act (CMTA IRR Information Dissemination)**
Location : **OCOM, Project Management Office
G/F OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Three Hundred Thousand Pesos
(Php 300,000.00), inclusive of tax**

Specifications :

Qty.	Unit	DESCRIPTION
1	Lot	<p>GENERAL DESCRIPTION OF REQUIRED SERVICES</p> <ul style="list-style-type: none">• create various forms of visuals to meet BOC's need to communicate with range of audiences• cover graphic design requirements for a range of visual media• supply artwork and electronic files for print and online publication (optimized PDF files for online publication)• outline client briefings, proposals, and presentation of visuals prior to client's approval in services• provide general consultancy for graphic design and layout executions• transmit ownership of any artwork, photographs, clips, electronic files, and the likes produced under this contract to BOC <p>SPECIFIC REQUIREMENTS AND SKILLS</p> <ul style="list-style-type: none">• typeset supplied text usually in words• design flyers, collaterals, posters, calendars, infographics, etc.• create audio – visual presentations and infomercials• provide ancillary services such as animations, etc. <p>PERIOD OF CONTRACT</p> <ul style="list-style-type: none">• bidders must enclose a confirmation that the prices given are valid for five (5) months or after all CMTA-related materials have been completed• services will be ordered as the need arises <p>TECHNICAL AND PROFESSIONAL CAPACITY</p> <ul style="list-style-type: none">• design work should use recognized softwares such as, but not limited to, Corel, QuarkXpress, Illustrator, Photoshop, Adobe InDesign and Premier• present previous graphic design works during the past 6 months• list of technical equipment and materials should meet the requirements of the BOC

Delivery Term: Three (3) calendar days from signing of PO

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before November 14, 2016, 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ATTY. ARTURO M. LACHICA, CESO II
Deputy Commissioner, IAG

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
1 lot	<p>GENERAL DESCRIPTION OF REQUIRED SERVICES</p> <ul style="list-style-type: none">• create various forms of visuals to meet BOC's need to communicate with range of audiences• cover graphic design requirements for a range of visual media• supply artwork and electronic files for print and online publication (optimized PDF files for online publication)• outline client briefings, proposals, and presentation of visuals prior to client's approval in services• provide general consultancy for graphic design and layout executions• transmit ownership of any artwork, photographs, clips, electronic files, and the likes produced under this contract to BOC <p>SPECIFIC REQUIREMENTS AND SKILLS</p> <ul style="list-style-type: none">• typeset supplied text usually in words• design flyers, collaterals, posters, calendars, infographics, etc.• create audio – visual presentations and infomercials• provide ancillary services such as animations, etc. <p>PERIOD OF CONTRACT</p> <ul style="list-style-type: none">• bidders must enclose a confirmation that the prices given are valid for five (5) months or after all CMTA-related materials have been completed• services will be ordered as the need arises <p>TECHNICAL AND PROFESSIONAL CAPACITY</p> <ul style="list-style-type: none">• design work should use recognized softwares such as, but not limited to, Corel, QuarkXpress,		

	<p>Illustrator, Photoshop, Adobe InDesign and Premier</p> <ul style="list-style-type: none"> • present previous graphic design works during the past 6 months • list of technical equipment and materials should meet the requirements of the BOC 		
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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)