



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Newspaper Publication of Notice Negotiated Sale for October 2021"** 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: **Newspaper Publication of Notice Negotiated Sale for October 2021**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Sixty Thousand Eight Hundred Forty Pesos (PHP60,840.00) - inclusive of tax**
- Specifications:

**1LOT**

QTY	UNIT	DESCRIPTION
1	LOT	<p>AD Material: Notice of Negotiated Sale</p> <p>No. of Pages: 6 pages A4 size, full text document</p> <p>Newspaper: Broadsheet</p> <p>No. of Issue: Once (1)</p> <p>Color: Black and White</p> <p>Others: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication.</p> <hr/> <p>Requirements:</p> <p>The newspaper shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>Broadsheet/national newspaper of general circulation in the Philippines;</li> <li>Number of years in publishing business;</li> <li>Highly experienced in publishing Notices and Issuances from the Bureau;</li> <li>Among the Top Five (5) Broadsheet Newspaper in terms of readership;</li> <li>Expertise in creating well-organized and easy to read layout in digital format.</li> </ol>



Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, 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 sealed.

Submission of quotation and eligibility documents is on or before **October 25, 2021, 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. 8527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief Administrative Officer  
General Services Division



Annex "A"

**PRICE QUOTATION FORM**

Date

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

**Project Name: Newspaper Publication of Notice Negotiated Sale for October 2021**

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.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LOT	AD Material: Notice of Negotiated Sale  No. of Pages: 6 pages A4 size, full text document  Newspaper: Broadsheet  No. of Issue: Once (1)  Color: Black and White  Others: Provide layout design, proofread as necessary, and supply five (5) copies of newspaper upon publication.		
		Requirements:  The newspaper shall be selected based on the following criteria:		



# BUREAU OF CUSTOMS

MANAGONG ADUANA, MATATAG NA EKONOMYKA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

		<ul style="list-style-type: none"> <li>a. Broadsheet/national newspaper of general circulation in the Philippines;</li> <li>b. Number of years in publishing business;</li> <li>c. Highly experienced in publishing Notices and Issuances from the Bureau;</li> <li>d. Among the Top Five (5) Broadsheet Newspaper in terms of readership;</li> <li>e. Expertise in creating well-organized and easy to read layout in digital format.</li> </ul>		
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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)