



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of 2021 Mid-Year 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: **Printing and Delivery of 2021 Mid-Year Report**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **Ninety-Seven Thousand Pesos (Php97,000.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
1 LOT	<p>Description for 2021 Mid-Year Report Quantity: 130 pcs No. of Pages: 50-56 Size: 25.5 cm (L) x 22.5 cm (H) Cover: C2S 160 lbs with lamination and spot UV Inside page: C2S 80 lbs Color: Full color cover and inside pages Binding: Perfect Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: 1. Experience – Highly experienced in publishing Mid-Year and Annual Report from the Bureau 2. Quality – Expertise in creating well-organized, modern, and sophisticated layout 3. Technical Knowledge – Adequate knowledge of the bureau, its structure, and the way the information must be presented in digital design elements 4. Geographic Proximity – Within Manila area for minimum movement and ease of delivery 5. Timeliness – Able to provide layout design concepts, proofing, printing, and delivery in 7 working days</p>

Subject to Retention Money: 1-5% Contract Amount

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General



BUREAU OF CUSTOMS

MAKABAGONG ADUANA; MATATAG NA EKONOMIYA



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"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before July 27, 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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ISAGANI D. GALSIM

Chief, General Services Division



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:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 LOT	Description for 2021 Mid-Year Report Quantity: 130 pcs No. of Pages: 50-56 Size: 25.5 cm (L) x 22.5 cm (H) Cover: C2S 160 lbs with lamination and spot UV Inside page: C2S 80 lbs Color: Full color cover and inside pages Binding: Perfect Scope of work: To include conceptualization, layout and design, printing, and delivery with provision for soft copy Additional Requirements: The publishing company shall be selected based on the following criteria: 1. Experience – Highly experienced in publishing Mid-Year and Annual Report from the Bureau 2. Quality – Expertise in creating well-organized, modern, and sophisticated layout 3. Technical Knowledge – Adequate knowledge of the bureau, its structure, and the way the information must be presented in digital design elements 4. Geographic Proximity – Within Manila area for minimum movement and ease of delivery 5. Timeliness – Able to provide layout design concepts, proofing, printing, and delivery in 7 working days		

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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)