



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Printing and Delivery of 3rd Quarter 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 3rd Quarter Report**
- Location : **Bureau of Customs, Port Area, Manila**
- Approved Budget for the Contract : **Eighty-Nine Thousand Fifty Pesos (Php89,050.00) - inclusive of tax**
- Specifications :

QTY	DESCRIPTION
1 LOT	<p>Quantity: 130pcs No. of Pages: 34 Pages 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 Delivery: Able to provide layout design concepts, proofing; printing, and delivery in 7 working days</p>

Interested suppliers are required to submit hard copy of their 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 BIR eFPS Payment Confirmation, and duly signed price quotation form (Annex “A”). All must be properly sealed.

Submission of quotation and eligibility documents is on or before October 12, 2021, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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 Administrative Officer
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	<p>Printing and Delivery of 3rd Quarter Report</p> <p>Quantity: 130pcs No. of Pages: 34 Pages 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 Delivery: Able to provide layout design concepts, proofing, printing, and delivery in 7 working days</p>		

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)