



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Printing and Delivery of BOC Newsletter for 2023"** 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 Newsletter for 2023**  
Location : **Bureau of Customs Port Area Manila**  
Approved Budget : **Two Hundred Twenty-Two Thousand Pesos (Php222,000.00)**  
for the Contract (ABC) **inclusive of tax**

Specifications:

QUANTITY	DESCRIPTION
12000 copies  2000 copies per issue x 6 issues	<b>Size:</b> 12 inches (L) x 8.5 inches (W); Folded <b>No. of Pages:</b> 8 pages <b>Layout:</b> Supplied; print-ready <b>Color:</b> All pages in full color <b>Paper:</b> BP60 newsprint paper <b>No. of issue:</b> 6 issues (every two months @ 2000 copies per issue) <b>Process:</b> Offset <b>Scope of work:</b> 1 mock-up, printing and delivery

### **Delivery Term/Duration:7 calendar days**

Subject to Retention Money 1-5% Contract Amount

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **March 17, 2023, 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.



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Annex "A"

## PRICE QUOTATION FORM

Date:

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

Project Title: **Printing and Delivery of Newsletter for 2023**

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
12000 copies  2000 copies per issue x 6 issues	<b>Size:</b> 12 inches (L) x 8.5 inches (W); Folded <b>No. of Pages:</b> 8 pages <b>Layout:</b> Supplied; print-ready <b>Color:</b> All pages in full color <b>Paper:</b> BP60 newsprint paper <b>No. of issue:</b> 6 issues (every two months @ 2000 copies per issue) <b>Process:</b> Offset <b>Scope of work:</b> 1 mock-up, printing and 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

\_\_\_\_\_  
Telephone/Fax

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

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

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