



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for “**Printing and Delivery of ATA Carnet System Brochure**” 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 ATA Carnet System Brochure**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Forty Thousand Pesos (Php40,000.00) - inclusive of tax**  
 Specifications :

**LOT 1**

QTY	ITEM DESCRIPTION
5,000 Copies	<p><b>ATA Carnet System Brochure</b>  <b>Size:</b> A4 (21cm width x 29.7cm height)  <b>Printing:</b> back-to-back  <b>Paper Stock:</b> C2S60; 4/4  <b>Paper:</b> 155 gsm Glossy Paper  <b>Layout:</b> print ready</p> <p><b>Additional Requirements:</b>            The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. <b>EXPERIENCE</b> – highly experienced in publishing related materials of the Bureau of Customs;</li> <li>2. <b>QUALITY</b> – expertise in creating a well-organized, modern, and sophisticated layout and design for booklet report and other publication materials;</li> <li>3. <b>TECHNICAL KNOWLEDGE</b> – has adequate knowledge about the Bureau's standards and preferred styles on layout and designs of publication materials;</li> <li>4. <b>GEOGRAPHIC PROXIMITY</b> – within the Metro Manila area for minimum movement and ease of delivery; and</li> <li>5. <b>TIMELINESS</b> – able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</li> <li>6. <b>RESPONSIVENESS</b> – capable of responding and acting immediately to instructions through various communication channels</li> </ol> <p><b>Delivery Duration</b></p> <ol style="list-style-type: none"> <li>a. Two (2) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP.</li> <li>b. Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier.</li> </ol>



**Delivery Term/Duration: Eight (8) 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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **August 20, 2024, 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. 8526-6571 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph) or [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division



## PRICE QUOTATION FORM

Date

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

**Project Title: Printing and Delivery of ATA Carnet System Brochure**

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	ITEM DESCRIPTION	UNIT COST	TOTAL COST
5,000 Copies	<p><b>ATA Carnet System Brochure</b>  <b>Size:</b> A4 (21cm width x 29.7cm height)  <b>Printing:</b> back-to-back  <b>Paper Stock:</b> C2S60; 4/4  <b>Paper:</b> 155 gsm Glossy Paper  <b>Layout:</b> print ready</p> <p><b>Additional Requirements:</b>  The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. <b>EXPERIENCE</b> – highly experienced in publishing related materials of the Bureau of Customs;</li> <li>2. <b>QUALITY</b> – expertise in creating a well-organized, modern, and sophisticated layout and design for booklet report and other publication materials;</li> <li>3. <b>TECHNICAL KNOWLEDGE</b> – has adequate knowledge about the Bureau's standards and preferred styles on layout and designs of publication materials;</li> <li>4. <b>GEOGRAPHIC PROXIMITY</b> – within the Metro Manila area for minimum movement and ease of delivery; and</li> <li>5. <b>TIMELINESS</b> – able to provide layout design concepts, proofing, printing, and delivery in 5 working days.</li> <li>6. <b>RESPONSIVENESS</b> – capable of responding and acting immediately to instructions through various communication channels</li> </ol>		



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)



	<p><b>Delivery Duration</b></p> <p>a. Two (2) mockup copy shall be provided by the supplier three (3) working days after receipt of the NTP.</p> <p>b. Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier.</p>		
<b>TOTAL AMOUNT:</b>			

**Delivery Term/Duration: Eight (8) calendar days**

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

\_\_\_\_\_  
Contact No.

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

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

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



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# WHAT IS ATA CARNET?

- ATA is an acronym of the French and English words for "Admission Temporaire/Temporary Admission".
- It is an International Customs document, issued by Philippine Chamber of Commerce and Industry (PCCI) to provide hassle free and speedy customs clearance of goods such as commercial samples, professional equipment, and exhibition items temporarily imported into one or a number of foreign countries of visit/transit. It eliminates the need for raising a bond, or paying duties/taxes and completion of tedious foreign customs formalities.
- The ATA Carnet, considered as the "International Passport for Goods", is based on an International guaranteeing chain of Chambers of Commerce, which guarantees full payment of customs duties/taxes should the goods failed to be re-exported within the time limit stipulated by the customs administration for their temporary importation.
- As such, ATA Carnet users/holders are required to furnish to PCCI a security, which shall be returned to them when the goods are fully re-exported from the countries of visit/transit within the time limit set by the customs administration.

## USERS OF ATA CARNET

- Fair exhibitors
- Travelling business/Sales executives
- Technicians
- Professional individuals and teams: film crew; surgeons; architects; artists; engineers; educationalists; entertainers, etc.



## ATA CARNET VALIDITY

- Carnet Validity shall not exceed one (1) year from the effective date of the security furnished to PCCI.



## WHY SHOULD YOU USE THE ATA CARNET

- It is a powerful marketing tool and a hassle-free and cost saving procedure for customs clearance.
- It is an indispensable tool which helps businesses especially SMEs to successfully develop their exports.

### Powerful Marketing Tool

- The ATA Carnet is accepted by an international network of 81 customs administrations (including Japan, China, Korea, Singapore, Thailand, Indonesia, Viet Nam, Germany, USA and etc.)
- A single document can be used for customs clearance throughout several customs checkpoints in a single business trip.
- It will enable businesses and SMEs to have successful:
  - Trade Missions
  - Business Trips
  - Participation at International Trade Fairs
- As such, the ATA Carnet will help enhance your international competitiveness.



### Cost Savings:

- It eliminates tedious paper works
- It eliminates payment of duties and taxes when the goods are totally re-exported
- It reduces time and expenses for customs clearance

### Seamless Customs Clearance:

- Allows exhibition items, professional equipment, and commercial samples hassle-free and speedy customs clearance
- Allows busy travelling business executives to make advance customs arrangements at a pre-determined cost
- Removes the need to complete tedious customs declaration at each checkpoint/ customs clearance



## 81 PARTICIPATING COUNTRIES

- |  |  |  |
|--|--|--|
| Albania  | Ivory Coast  | Russia                                   |
| Algeria  | Japan  | Saudi Arabia                             |
| Andorra  | Kazakhstan   | - (wef 1 June 2024; For Exhibition Only) |
| Australia  | Korea, Republic of                                 | Senegal                                  |
| Austria  | Latvia   | Serbia                                   |
| Bahrain  | Lebanon  | Singapore                                |
| - (For Exhibition Only)                            | Lithuania  | Slovak                                   |
| Belarus  | Luxembourg   | Republic of                              |
| Belgium  | Macao  | Slovenia                                 |
| Bosnia and Herzegovina                             | Macedonia  | Madagascar                               |
| Bulgaria   | Malaysia   | Malta                                    |
| Canada   | Mauritius  | Mexico                                   |
| Chile  | Moldova  | Mongolia                                 |
| China  | Montenegro   | Morocco                                  |
| Croatia  | Netherlands  | New Zealand                              |
| Cyprus   | Norway   | Pakistan                                 |
| Czech Republic                                     | - (For Exhibition and Professional Equipment Only) | Peru                                     |
| Denmark  | Poland   | Portugal                                 |
| Estonia  | Portugal   | Qatar                                    |
| Finland  | Qatar  | - (For Exhibition Only)                  |
| France   | Romania  |  |
| Germany  |  |  |
| Gibraltar  |  |  |
| Greece   |  |  |
| Hong Kong  |  |  |
| Hungary  |  |  |
| Iceland  |  |  |
| India  |  |  |
| - (For Exhibition and Professional Equipment Only) |  |  |
| Indonesia  |  |  |
| - (For Exhibition and Professional Equipment Only) |  |  |
| Iran, Islamic Republic of                          |  |  |
| Ireland  |  |  |
| Israel   |  |  |
| Italy  |  |  |



Passport for goods



## Goods covered:

### (Types of Merchandise)

- Commercial samples: including jewellery, apparel, watches, leather goods, etc.
- Items for display or use at international exhibitions, trade shows or similar events.
- Professional equipment which includes: press, sound and television broadcasting equipment, cinematographic equipment, musical instruments, costumes, theatrical effects and sets, equipment for seminars, meetings, demonstration, testing, equipment for use by surgeons, archeologists, zoologists, entertainers, lecturers, sportsmen etc.





## Goods not covered:


- Consumable/Perishable/Disposable Items
- Items intended to be given away
- Alcoholic Beverages, tobacco, and fuels
- Items intended for processing or repair
- Items already sold or offered for sale
- Unmounted gems or gemstones


### FOR INQUIRIES:

### FOR CONCERNS ON CUSTOMS CLEARANCE- BOC

 (02) 8705-6000


 OFFICE OF THE COMMISSIONER  
G/F OCOM Building, 16th Street,  
South Harbor, Port Area, Manila


 [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

 [customs.gov.ph](http://customs.gov.ph)



### FOR ACCREDITATION AND ATA PASSPORT: PCCI

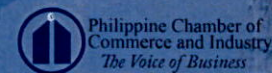
 8846 - 8196 local 136

 3/F Commerce and Industry Plaza, 1030  
Campus Avenue corner Park Avenue,  
McKinley Hill, Barangay Pinagsama,  
FortBonifacio, Taguig City

 [pcci.atacarnet@philippinechamber.com](mailto:pcci.atacarnet@philippinechamber.com)

 <https://www.philippineschamber.com/programs-and-services/ata-carnet>

Philippines Chamber of  
Commerce and Industry



# SPEED THROUGH CUSTOMS



Passport for goods