



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 Bureau of Customs Desk Calendar with Matte Lamination”** 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 Bureau of Customs Desk Calendar with Matte Lamination**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Two Hundred Thirty Thousand Pesos (PHP230,000.00) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
pcs	Size: 8.5x8.5inches	1000
	Stock-Standee: Pasteboard 50/Marble Cloth like	
	Inside/Color: C2S180; 4/4	
	No of Leaves: 14 Leaves	
	Binding: Wire-O	
	Additional: P60 Envelope for Desk Calendar with cover print	
	Scope of work: To include conceptualization, printing and delivery with provision for soft copy	
Delivery Duration: • Two (2) mockup copies shall be provided by the supplier two (2) working days after receipt of the NTP. • Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier.		

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 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 **November 18, 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 boc-svp@customs.gov.ph.

Very truly yours,


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



Annex "A"

PRICE QUOTATION FORM

Date

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

Project Title: Printing and Delivery of Bureau of Customs Desk Calendar with Matte Lamination

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:

1LOT

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
pcs	Size: 8.5x8.5inches Stock-Standee: Pasteboard 50/Marble Cloth like Inside/Color: C2S180; 4/4 No of Leaves: 14 Leaves Binding: Wire-O Additional: P60 Envelope for Desk Calendar with cover print Scope of work: To include conceptualization, printing and delivery with provision for soft copy Delivery Duration: <ul style="list-style-type: none">• Two (2) mockup copies shall be provided by the supplier two (2) working days after receipt of the NTP.• Complete number of copies shall be delivered within five (5) calendar days upon approval of the mockups provided by the supplier.	1000		
TOTAL AMOUNT				

Total amount in words:

Delivery Term/Duration: 7 calendar days
Subject to Retention Money 1-5% Contract Amount



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)

