



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 the Revised BOC Code of Conduct”** 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 the Revised BOC Code of Conduct**

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

Approved Budget for the Contract: **One Hundred Forty-Seven Thousand Pesos (PHP147,000.00) - inclusive of tax**

Specifications:

#### LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
piece	<p><b>No. of Pages:</b> Estimated 50-55 pages, including Cover <b>Size:</b> 15 cm (L) x 22.5 cm (H) <b>Cover:</b> Offset Printing, Matte C2S 160 lbs <b>Inside Page:</b> Matte C2S 80 lbs <b>Color:</b> Full-color cover and black and white inside pages <b>Lamination:</b> Matte w/ Spot UV <b>Binding:</b> Perfect Bind</p> <p><b>Scope of work:</b> Printing and delivery with provision for soft copy</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><b>EXPERIENCE</b> – highly experienced in publishing books</li><li><b>QUALITY</b> – able to publish using high-quality printing materials</li><li><b>TIMELINESS</b> – can provide proofing, printing, and delivery of initial 500 copies in 5 working days; and</li><li><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>Two (2) mockup copies shall be provided by the supplier three (3) calendar days after receipt of the NTP</li><li>Five hundred (500) initial of copies shall be delivered within five (5) calendar days upon approval of the mockups from the supplier, the rest of the copies within 15 calendar days.</li></ol>	3,500

**Delivery Term/Duration: 23 calendar days**  
Subject to Retention Money 1-5% Contract Amount



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)

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) PHILGEPS Registration Certificate, 3) 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, and 4) 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 **February 03, 2025, 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](mailto:boc-svp@customs.gov.ph).

Very truly yours,



**RAQUEL G. DE JESUS**  
Head, BAC Secretariat/  
Acting Chief, 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 the Revised BOC Code of Conduct**

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
piece	<p><b>No. of Pages:</b> Estimated 50-55 pages, including Cover <b>Size:</b> 15 cm (L) x 22.5 cm (H) <b>Cover:</b> Offset Printing, Matte C2S 160 lbs <b>Inside Page:</b> Matte C2S 80 lbs <b>Color:</b> Full-color cover and black and white inside pages <b>Lamination:</b> Matte w/ Spot UV <b>Binding:</b> Perfect Bind</p> <p><b>Scope of work:</b> Printing and delivery with provision for soft copy</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><b>EXPERIENCE</b> – highly experienced in publishing books</li><li><b>QUALITY</b> – able to publish using high-quality printing materials</li><li><b>TIMELINESS</b> – can provide proofing, printing, and delivery of initial 500 copies in 5 working days; and</li><li><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>Two (2) mockup copies shall be provided by the supplier three (3) calendar days after receipt of the NTP</li><li>Five hundred (500) initial of copies shall be delivered within five (5) calendar days upon approval of the</li></ol>	3,500		



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph

	mockups from the supplier, the rest of the copies within 15 calendar days.			
<b>TOTAL AMOUNT</b>				

Total amount in words: \_\_\_\_\_

**Delivery Term/Duration: 23 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)

