



## 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 CY 2021"** 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 BOC Newsletter for CY 2021**

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

Approved Budget for the Contract: **Two Hundred Fifty-Seven Thousand Pesos (Php 257,000.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
12,000 copies	<b>CUSTOMS GAZETTE</b>
2,000 copies per issue x 6 issues	<b>Format:</b> Tabloid size newsletter <b>Size:</b> 11 inches x 12.5 inches (folded) <b>No. of Pages:</b> 8 pages including cover <b>Layout:</b> Print ready <b>Color:</b> All pages in full color <b>Type of Paper:</b> 60 gsm newsprint paper <b>Process:</b> Offset <b>No. of Issue:</b> 6 issues (every two months @ 2000 copies per issue)

Interested suppliers are required to submit hard copies 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 duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents is on or before January 18, 2021 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.



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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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

A handwritten signature in black ink, appearing to read "Raquel G. de Jesus".

**RAQUEL G. DE JESUS**  
Acting Chief, General Services Division



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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
12,000 copies	<b>CUSTOMS GAZETTE</b>		
2,000 copies per issue x 6 issues	<b>Format:</b> Tabloid size newsletter <b>Size:</b> 11 inches x 12.5 inches (folded) <b>No. of Pages:</b> 8 pages including cover <b>Layout:</b> Print ready <b>Color:</b> All pages in full color <b>Type of Paper:</b> 60 gsm newsprint paper <b>Process:</b> Offset <b>No. of Issue:</b> 6 issues (every two months @ 2000 copies per issue)		

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)