



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 Governance Culture Code Booklet"** 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 Governance Culture Code Booklet**

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

Approved Budget for the Contract: **One Hundred Twenty Thousand Pesos (Php 120,000.00) - inclusive of tax**

Specifications:

QTY.	DESCRIPTION
5,000 copies	<p>No. of Pages: 16-20pages Size: 3.5' x 5.5' (inches) Cover: C2S 160 lbs with lamination Inside page: C2S 80 lbs Color: Full color cover and inside pages Binding: Perfect Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria:</p> <ol style="list-style-type: none"> 1. EXPERIENCE — highly experienced in publishing information materials from the bureau 2. QUALITY — expertise in creating well-organized, modern and sophisticated layout 3. TECHNICAL KNOWLEDGE — adequate knowledge of the bureau, its structure, and the way the information must be presented in digital design elements 4. GEOGRAPHIC PROXIMITY — within Manila area for minimum movement and ease of delivery 5. TIMELINESS — able to provide layout design concepts, proofing, printing, and delivery in 5 working days

Delivery Duration: 5 working days

Subject to Retention Money: 1-5% Contract Amount



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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 March 15, 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.

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.

Very truly yours,

RAQUEL G. DE JESUS

Acting Chief, General Services Division



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:

Name of Project: **Printing and Delivery of BOC Governance Culture Code Booklet**

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
5,000 copies	<p>No. of Pages: 16-20pages Size: 3.5' x 5.5' (inches) Cover: C2S 160 lbs with lamination Inside page: C2S 80 lbs Color: Full color cover and inside pages Binding: Perfect. Scope of work: To include conceptualization, layout and design, printing and delivery with provision for soft copy</p> <p>Additional Requirements: The publishing company shall be selected based on the following criteria: 1. EXPERIENCE — highly experienced in publishing information materials from the bureau 2. QUALITY — expertise in creating well-organized, modern and sophisticated layout 3. TECHNICAL KNOWLEDGE — adequate knowledge of the bureau, its structure, and the way the information must be presented in digital design elements 4. GEOGRAPHIC PROXIMITY — within Manila area for minimum movement and ease of delivery 5. TIMELINESS — able to provide layout design concepts,</p>		



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	proofing, printing, and delivery in 5 working days		
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Delivery Duration: 5 working days

Subject to Retention Money: 1-5% Contract Amount

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)