



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Port of Iloilo  
5000



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through the Bureau of Customs- Bids and Awards Committee (BOC-BAC), invites interested parties to submit quotation for the **Negotiated Procurement of Lease of Office Space for BOC- Port of Iloilo**, 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 : Lease of Office Space for BOC- Port of Iloilo

Location : Iloilo City

Approved Budget for the Contract:

Submission of quotation and eligibility documents is on or before April 25, 2016 10:00 a.m., at Collector's Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

Attached is our minimum technical requirements for the lease of office space.

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. 335-0998/337-2684 or email us at [portofiloilo@yahoo.com.ph](mailto:portofiloilo@yahoo.com.ph).

Very truly yours,



**JOSE A. NAIG**

OIC- District Collector

## **Technical Specifications**

### **I. Location**

The location of the office space to be leased must be located in Iloilo City. It should be accessible to the commuting public.

### **II. Space Requirements**

The total space requirement is 300 – 500 square meters.

### **III. Parking Requirements**

The Lessor shall provide for free at least three (3) parking slots for the exclusive use of the Office vehicles, employees, clients and visitors of BOC.

### **IV. Building Equipment and Facilities**

Office building shall be made of reinforced concrete, structural steel or combination of both. It must have the following facilities/amenities:

- A. Main meter and/or sub-meter for electrical and water supply exclusively for the use of the lessee.
- B. Sufficient electrical fixtures, lighting fixtures and convenience outlets. Also, there should be a provision for electrical system for air-conditioning units and other office equipment to be installed.
- C. Fire/emergency exits; Fire alarm detection system
- D. Electrical Facilities Requirements include:
  - D.1. All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition.
  - D.2. All electrical components within the building shall meet the electrical load requirements provided for by BOC.
  - D.3. Building has stand-by generator of at least **40 KVA** to keep the lights, desktop PCs and printers of the office operational despite of power failure.
- E. There should be ample provision for communication lines/system.
- F. Provision for rest rooms with lavatory, mirror, exhaust fan, one (1) for male and another for female. Preferably, there is a separate CR exclusively for the use of BOC employees and another CR for BOC clientele/stakeholder/visitors.

**V. IT Requirements**

The building must have the following:

- A. Provision/assistance on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure).
- B. The ceiling must have detachable/removable board for installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables wiring harness, if applicable.
- C. With facility for cable entry (service entrance) for the possible installation of cables from telecommunications companies.

**VI. Term of Lease**

The basic term of lease shall be for a period of one (1) year.

**VII. Documentary Requirements**

- A. Licenses/Permits: Business Permit, Occupancy Permit, Fire, Electrical, Mechanical and Sanitary.
- B. Floor Plan, Electrical Plan (as Built), Sanitary Plan (as Built)
- C. SEC/DTI Registration
- D. BIR Registration

**VIII. Other Provisions that shall be Included in the Contract**

- A. Maximum of two (2) months security deposit. No advance lease payment shall be allowed.
- B. Office/division partitioning to be done by the lessor.
- C. Lessor to undertake repairs and maintenance of the premises, civil, electrical, sanitary and mechanical equipment/systems and other natural man-made calamities.
- D. Lessor to provide janitorial services for common areas.
- E. Any movable structures installed by the Lessee may be removed if the office space is vacated.
- F. Lessor to provide pest and rodent control services.
- G. Lessor to provide security guards for building and building parking area.

## Financial Proposal Submission Sheet

Date: \_\_\_\_\_

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for \_\_\_\_\_.

	Php _____ In words: _____
	Php _____(VAT Inclusive) In words: _____
Total Contract Cost	Php _____(VAT Inclusive) In words: _____

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Date