



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Port of Cebu
Tel. (032) 350-3219



REQUEST FOR QUOTATION

February 27, 2017

Date

The Bureau of Customs Port of Cebu, through its Bids and Awards Committee, hereby invites all interested suppliers and distributors, to quote their price on the **PROVISION OF PREVENTIVE MAINTENANCE OF FORTY EIGHT (48) AIR-CONDITIONING UNITS OF THE BUREAU OF CUSTOMS PORT OF CEBU FOR THE PERIOD 16 MARCH 2017 TO 15 MARCH 2018**, subject to the terms and conditions specified herein, and to submit the quotation duly signed by their authorized representatives not later than **8 March 2017 (Wednesday) 12:00 NN**.

The mode of procurement is through **SMALL VALUE PROCUREMENT** as prescribed by Republic Act (RA) 9184 and its implementing rules and regulations. The approved budget is **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00)**.


The terms and conditions are as follows:



1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. All items must be delivered at the Bureau of Customs Port of Cebu. Please indicate delivery charge, if any.
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. The term of payment is through check payment, subject to withholding tax (BIR Form 2306 & 2307).

You may submit your quotations through fax number (032) 232-2449 or email at eandayaboc@gmail.com.

For any clarification, please contact **MS. SHIRLEY N. ABARINTOS** or **MR. ERWIN C. ANDAYA** at (032) 250-3219.

Thank you very much.


ATTY. LEMUEL ERWIN P. ROMERO
Deputy Collector for Assessment
Chairperson, Bids and Awards Committee

(Date)

ATTY. LEMUEL ERWIN P. ROMERO

Chair, Bids and Awards Committee
Bureau of Customs Port of Cebu

Sir:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

DESCRIPTION	BID PRICE
<p>Preventive maintenance activities of all 48 Air-conditioning Units at the Bureau of Customs, Port of Cebu, Cebu City, to wit:</p> <ol style="list-style-type: none">1. General Cleaning of all units including all internal components2. Shutting off the unit3. Removal of Air Filters for Cleaning4. Cleaning of Coiling Coils, Fan Blades, Condenser Coil, Drain Line, Blower Assembly and All other internal components of the units5. Greasing of motor bearing and other moving parts requiring lubrication6. Technical audit of equipment condition including Freon charging and actual electrical reading operation of the units7. Drying of internal components using compressed air8. General service and inspection of all the components of the air-conditioning system9. Assembly and Start – Up10. Check Up and Repair of Undesirable Noise and Vibration of the Units11. Observation of the compressor performance and recommendation of repair/replacement, if necessary12. Check-Up of all moving parts such as fan motor bearing / bushing and shafting evaporator blowers and blade, and recommendation of repair / replacement of parts, if necessary13. Inspection of all components of the system, including electrical control and implementation of required adjustments14. Check up of all refrigerant line in the system and replenishment of the same15. Check up and repair of equipment corrosion, de-rust which include preparation with primer and repainting of affected parts16. Update of preventive maintenance ledger for each air-conditioning unit and submission of quarterly report to the Administrative Division17. Recommendation on the repair and replacement of unit and parts18. Cleaning of work area and cleaning of site <p>Cost of replacement of parts shall be shouldered by the Bureau of Customs, subject to billing by the Provider.</p> <p>The Provider must provide an on-call technician to respond to concerns and queries, within four (4) hours after the verbal or written notice from BOC.</p>	

In addition, we are sending the following as attachments:

- a. **Latest and Valid Mayor's Business Permit (Year 2017)**

- b. Latest and Valid Philippine Government Electronic Procurement System (PHILGEPS) Certificate**
- c. Copy of Department of Trade and Industry Certificate (for sole proprietorship), or Securities and Exchange Commission Certificate (for corporation or partnership) or Cooperative Development Authority (for cooperatives)**
- d. Latest Tax Clearance or Income Tax Return with "Stamped Received" by the Bureau of Internal Revenue.**

Thank you very much.

Very truly yours,

Name and Signature

Position

Name of Business Establishment: _____

Address: _____

Contract No: _____