



Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
Collection District VII
 Sub-port of Mactan



REQUEST FOR QUOTATION

NO: QTN-2018-009-009

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **Renovation/Repairs of Comfort Rooms** at the Sub-port, 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	A. RENOVATION/REPAIRS OF 7 COMFORT ROOMS
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015
Approved Budget	Php 150,000.00
Mode of Procurement	SMALL VALUE PROCUREMENT

I. SCOPE OF WORKS and LOCATION OF PROJECT

QTY	UNIT	DESCRIPTION
1	LOT	1. MOBILIZATION
1	LOT	2. PLUMBING WORKS
		A. FIRST FLOOR COMMON COMFORT ROOM (Male)
		i. Dismantling of all fixtures, if necessary
		ii. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		iii. Supply and installation of toilet fixtures
		1. Water closets with bidets
		2. Urinals with complete fittings and fixtures
		3. Soap dispenser and holders
		4. Tissue Paper holders
		5. Lavatory faucets
		6. Toilet bowl, if necessary
		iv. De-clogging
		v. Other repairs as need, please specify
		B. FIRST FLOOR COMMON COMFORT ROOM (Female)
		i. Dismantling of all fixtures, if necessary
		ii. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		iii. Supply and installation of toilet fixtures
		1. Water closets with bidets
		2. Toilet bowl
		3. Soap dispenser and holders
		4. Tissue Paper holder
		5. Lavatory and faucet
		iv. De-clogging
		v. Other repairs as need, please specify
		C. COMFORT ROOM - EXPORT AREA
		i. Dismantling of all fixtures, if necessary
		ii. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		iii. Supply and installation of toilet fixtures
		1. Water closets with bidets
		2. Toilet bowl

		3. Soap dispenser and holders
		4. Lavatory and faucet
		5. Lavatory mirror
		iv. De-clogging
		v. Other repairs as need, please specify
		D. COMFORT ROOM – CHIEF, ASSESSMENT
		i. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		ii. Supply and installation of toilet fixtures
		1. Water closets with bidets
		2. Toilet bowl
		3. Soap dispenser and holders
		4. Lavatory, faucet, mirror
		iii. De-clogging
		iv. Other repairs as need, please specify
		E. SECOND FLOOR COMMON COMFORT ROOM (Male)
		i. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		ii. Supply and installation of toilet fixtures
		1. Water closet with bidet
		2. Toilet bowl and urinals
		3. Soap dispenser and holders
		4. Lavatory, faucet
		iii. De-clogging
		iv. Other repairs as need, please specify
		F. SECOND FLOOR COMMON COMFORT ROOM (Female)
		i. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		ii. Supply and installation of toilet fixtures
		1. Water closets with bidets
		2. Soap dispenser and holders
		3. Lavatory, faucet
		iii. De-clogging
		iv. Other repairs as need, please specify
		G. COMFORT ROOM – ADMIN OFFICER IV
		i. Re-piping of water lines and sanitary lines
		1. Includes lavatory water lines
		ii. Supply and installation of toilet fixtures
		1. Water closets with bidets
		2. Soap dispenser and holders
		3. Lavatory, faucet
		iii. De-clogging
		iv. Other repairs as need, please specify
1	LOT	3. CARPENTRY WORKS
		A. FIRST FLOOR COMMON COMFORT ROOM (Male)
		i. Replacement of busted light
		ii. Repair of lavatory cabinet
		iii. Checking of floor drainage and pipelines, replacement of floor tiles
		iv. Replacement of door lock, hinges, floor drain
		v. Other repairs as need, please specify
		B. FIRST FLOOR COMMON COMFORT ROOM (Female)
		i. Repair of lavatory cabinet
		ii. Checking of floor drainage and pipelines, replacement of floor tiles, if necessary
		iii. Replacement of door, doorknob, hinges, busted lights, floor drain
		iv. Other repairs as need, please specify
		C. COMFORT ROOM - EXPORT AREA
		i. Repair/replacement of door and door jamb

		ii. Checking of floor drainage and pipelines, replacement of floor tiles, if necessary
		iii. Replacement busted lights, floor drain
		iv. Other repairs as needed, please specify
		D. COMFORT ROOM - CHIEF, ASSESSMENT
		i. Repair/replacement of door and door jamb
		ii. Checking of floor drainage and pipelines, replacement of floor tiles, if necessary
		iii. Replacement busted lights, floor drain
		iv. Other repairs as needed, please specify
		E. SECOND FLOOR COMMON COMFORT ROOM (Male)
		i. Replacement of busted light
		ii. Repair of lavatory cabinet
		iii. Checking of floor drainage and pipelines, replacement of floor tiles
		iv. Replacement of door, door lock, hinges, floor drain
		v. Other repairs as needed, please specify
		F. SECOND FLOOR COMMON COMFORT ROOM (Female)
		i. Repair of lavatory cabinet
		ii. Repair/replacement of door
		iii. Replacement of door lock, hinges, floor drain
		iv. Other repairs as needed, please specify
		G. COMFORT ROOM – ADMIN OFFICER IV
		i. Repair/replacement of door
		ii. Replacement of door lock, hinges, floor drain
		iii. Other repairs as needed, please specify
1	LOT	4. DEMOBILIZATION

Submission of quotations and eligibility documents is on or before October 12, 2018, 10:30AM at the Conference Room, Subport of Mactan.

Delivery Term: Thirty (30) calendar days from signing of PO

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 Sub-port of Mactan. 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).
9. 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 any clarification, please contact **MS. VICTORIA C. ARANDILLO**, Customs Operations Officer I and Concurrent Acting Accountant at (032) 354-7417.

Thank you very much.

Very truly yours,

FRANCES MARGARET QUITCO

(Date)

The Administration Office

Bureau of Customs

Sub-port of Mactan

SIR/MADAM:

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	LOT	1. MOBILIZATION		
1	LOT	2. PLUMBING WORKS		
		A. FIRST FLOOR COMMON COMFORT ROOM (Male)		
		i. Dismantling of all fixtures, if necessary		
		ii. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		iii. Supply and installation of toilet fixtures		
		1. Water closets with bidets		
		2. Urinals with complete fittings and fixtures		
		3. Soap dispenser and holders		
		4. Tissue Paper holders		
		5. Lavatory faucets		
		6. Toilet bowl, if necessary		
		iv. De-clogging		
		v. Other repairs as need, please specify		
		B. FIRST FLOOR COMMON COMFORT ROOM (Female)		
		i. Dismantling of all fixtures, if necessary		
		ii. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		iii. Supply and installation of toilet fixtures		
		1. Water closets with bidets		
		2. Toilet bowl		
		3. Soap dispenser and holders		
		4. Tissue Paper holder		
		5. Lavatory and faucet		
		iv. De-clogging		
		v. Other repairs as need, please specify		
		C. COMFORT ROOM - EXPORT AREA		
		i. Dismantling of all fixtures, if necessary		
		ii. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		iii. Supply and installation of toilet fixtures		
		1. Water closets with bidets		
		2. Toilet bowl		
		3. Soap dispenser and holders		
		4. Lavatory and faucet		
		5. Lavatory mirror		
		iv. De-clogging		
		v. Other repairs as need, please specify		
		D. COMFORT ROOM - CHIEF, ASSESSMENT		

		i. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		ii. Supply and installation of toilet fixtures		
		1. Water closets with bidets		
		2. Toilet bowl		
		3. Soap dispenser and holders		
		4. Lavatory, faucet, mirror		
		iii. De-clogging		
		iv. Other repairs as need, please specify		
		E. SECOND FLOOR COMMON COMFORT ROOM (Male)		
		i. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		ii. Supply and installation of toilet fixtures		
		1. Water closet with bidet		
		2. Toilet bowl and urinals		
		3. Soap dispenser and holders		
		4. Lavatory, faucet		
		iii. De-clogging		
		iv. Other repairs as need, please specify		
		F. SECOND FLOOR COMMON COMFORT ROOM (Female)		
		i. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		ii. Supply and installation of toilet fixtures		
		1. Water closets with bidets		
		2. Soap dispenser and holders		
		3. Lavatory, faucet		
		iii. De-clogging		
		iv. Other repairs as need, please specify		
		G. COMFORT ROOM – ADMIN OFFICER IV		
		i. Re-piping of water lines and sanitary lines		
		1. Includes lavatory water lines		
		ii. Supply and installation of toilet fixtures		
		1. Water closets with bidets		
		2. Soap dispenser and holders		
		3. Lavatory, faucet		
		iii. De-clogging		
		iv. Other repairs as need, please specify		
1	LOT	3. CARPENTRY WORKS		
		A. FIRST FLOOR COMMON COMFORT ROOM (Male)		
		i. Replacement of busted light		
		ii. Repair of lavatory cabinet		
		iii. Checking of floor drainage and pipelines, replacement of floor tiles		
		iv. Replacement of door lock, hinges, floor drain		
		v. Other repairs as need, please specify		
		B. FIRST FLOOR COMMON COMFORT ROOM (Female)		
		i. Repair of lavatory cabinet		
		ii. Checking of floor drainage and pipelines, replacement of floor tiles, if necessary		
		iii. Replacement of door, doorknob, hinges, busted lights, floor drain		
		iv. Other repairs as need, please specify		

		C. COMFORT ROOM - EXPORT AREA		
		i. Repair/replacement of door and door jamb		
		ii. Checking of floor drainage and pipelines, replacement of floor tiles, if necessary		
		iii. Replacement busted lights, floor drain		
		iv. Other repairs as need, please specify		
		D. COMFORT ROOM - CHIEF, ASSESSMENT		
		i. Repair/replacement of door and door jamb		
		ii. Checking of floor drainage and pipelines, replacement of floor tiles, if necessary		
		iii. Replacement busted lights, floor drain		
		iv. Other repairs as need, please specify		
		E. SECOND FLOOR COMMON COMFORT ROOM (Male)		
		i. Replacement of busted light		
		ii. Repair of lavatory cabinet		
		iii. Checking of floor drainage and pipelines, replacement of floor tiles		
		iv. Replacement of door, door lock, hinges, floor drain		
		v. Other repairs as need, please specify		
		F. SECOND FLOOR COMMON COMFORT ROOM (Female)		
		i. Repair of lavatory cabinet		
		ii. Repair/replacement of door		
		iii. Replacement of door lock, hinges, floor drain		
		iv. Other repairs as need, please specify		
		G. COMFORT ROOM – ADMIN OFFICER IV		
		i. Repair/replacement of door		
		ii. Replacement of door lock, hinges, floor drain		
		iii. Other repairs as need, please specify		
1	LOT	4. DEMOBILIZATION		

Total amount in words: _____

Warranty: ____months from the date of delivery.

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name and Signature _____
Position

Name of Business Establishment: _____

Address: _____

Contact No: _____

In addition, we are sending the following as attachments:

- a. Latest and Valid Mayor's Business Permit (Year 2018)
- b. Latest and Valid 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.