



**November 22, 2021**

**REQUEST FOR QUOTATION**

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for “**SERVICE PROVIDER FOR AIRCONDITIONER MAINTENANCE**” at the SUB-PORT OF MACTAN, 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	<b>SERVICE PROVIDER FOR AIRCONDITIONER MAINTENANCE</b>
Location	<b>Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-Lapu City 6015</b>
Approved Budget	<b>NINETY-TWO THOUSAND PESOS ONLY (Php 92,000.00)</b>
Specification/Description	<b>See Annex A</b>

The terms and conditions are as follows:

- Interested suppliers are required to submit copies of their valid and current Mayor’s Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return(with stamped received), and duly signed price quotation form (Annex “A”).
- Submission may be done, manually or electronically thru [victoria.arandillo@customs.gov.ph](mailto:victoria.arandillo@customs.gov.ph) and [francesmargaret.quitco@customs.gov.ph](mailto:francesmargaret.quitco@customs.gov.ph). The approved budget is inclusive of applicable taxes (Final Tax and EWT).
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.

Submission of quotation and eligibility documents is on or before **December 7, 2021, 5:00 p.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-340-4196.



Annex "A"

**PRICE QUOTATION FORM**

\_\_\_\_\_  
 (Date)

The Administration Office  
 Bureau of Customs  
 Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **SERVICE PROVIDER FOR AIRCONDITIONER MAINTENANCE:**

QTY	UOM	Item Description	Unit Price	Amount
3	Unit	Split Type / Wall Mounted Air conditioners		
19	Unit	Window Type Air conditioners		
2	Unit	Floor Mounted		

Total amount in words:

\_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative  
*(Duly authorized to sign the Bid)*

\_\_\_\_\_  
 Business Address

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

\_\_\_\_\_  
 Telephone/Fax No/Email Address



**I. TECHNICAL SPECIFICATIONS:**

**A. Coverage of Work**

The work shall consist of the following:

1. Quarterly Maintenance service on the following air-condition units:

QUANTITY	UNIT	ITEM DESCRIPTION	NO. OF TIMES CLEANING PER YEAR
3	UNITS	SPLIT TYPE / WALL MOUNTED AIRCONDITIONERS	4
19	UNITS	WINDOW TYPE AIRCONDITIONERS	4
2	UNITS	FLOOR MOUNTED	4

2. Quarterly general cleaning of units stated above such as but not limited to the following
  - (a) cleaning of condenser and evaporator coil
  - (b) cleaning of Air handling blowers and condensing units
  - (c) cleaning of the inner and outer enclosure of the units;
3. At least two allotted Refrigeration and Air-conditioning technicians responsible for the troubleshooting on the malfunctioned unit;
4. Maintenance report to be submitted to mechanical service for inspection approval and acceptance;
5. In cases of repair and replacement of some parts of the unit shall be subject to payment by the client in a proper and different billing;
6. Other services or works to be required by the Client.

**B. Deployment of Personnel**

For the proper performance of the Quarterly Air-condition Preventive Maintenance Service, the Service provider shall deploy at least two (2) able, fit, reliable and trained personnel in the Client’s premises, who shall be required to wear the Service Provider’s official uniform, in the latter’s expense. The Client may, in the best interest of the service, direct the Service Provider to remove or replace any or all the said personnel. The Service Provider shall comply with these directives at the soonest possible time as required by the Client.



**C. Equipment and Materials**

In order to carry out the above-mentioned Maintenance services, the Service Provider shall provide its personnel with the necessary equipment without prejudice to the Client's provision of specific materials and/or equipment.

**D. Compliance with security measures, rules and regulations by the Client**

The personnel deployed by the Service provider shall comply with the security measures, rules and regulations imposed by the Client through its duly authorized officials or employees, including the Enforcement and Security Service – Customs Police Division. To ensure the proper monitoring, all personnel of the Service Provider shall be required to wear their complete uniform as prescribed by the Service Provider with notice to the Client.

Non-compliance by the personnel of the Service Provider shall be reported by the Client, subject to appropriate sanction as may be agreed by the Service Provider and the Client.

**II. LOCATION OF PROJECT:**

The location of the project includes the following:

1. Accounting Section
2. Collector's Office
3. Conference Room
4. Administration Section
5. Chief, Administration
6. CIIS
7. MEPZ 1/JPCO
8. MEPZ 2
9. Assessment
10. Port Operations Section
11. Deputy Collector's Office
12. ESS
13. Cashier
14. XIP
15. Export
16. MISTG
17. LBU