



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

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## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for “**Restructuring of Existing Port of Manila Formal Entry Division at BOC Gymnasium Electrical System and Fabrication of Steel Pedestal of Steel Cabinet**” 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>Restructuring of Existing Port of Manila Formal Entry Division at BOC Gymnasium Electrical System and Fabrication of Steel Pedestal of Steel Cabinet</b>
Location:	<b>Gate 3, 16<sup>th</sup> St., South Harbor, Bureau of Customs, Port Area, Manila</b>
Approved Budget for the Contract:	<b>Five Hundred Forty-Five Thousand Five Hundred Fifty-Five Pesos Seventy-Two Centavos (PHP545,555.72) inclusive of tax</b>
Specifications:	

### A. GENERAL CONDITIONS

Complete all works for the project “Restructuring of Existing Port of Manila Formal Entry Division @ BOC Gymnasium” including supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.

The contractor is not limited to the scope of works listed. They should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal, and relocation he shall include such and all concomitant works to finish as part of the scope of work.

Any discrepancies found between the drawings and specifications and the site conditions or any errors or omissions in the drawings or specifications should be clarified with Architect/Consultant/Engineer.

Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has





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included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.

## **B. SCOPE OF WORKS**

### **1. Mobilization**

- a. Preparation of logistics of contractor's equipment;

### **2. Site Works**

- a. Site demolition and dismantling of existing electrical wirings.
- b. Hauling of debris and materials from the project site to the appropriate disposal area;

### **3. Carpentry Works**

- a. Supply and installation of wall board with complete standard metal furring support on wall as indicated in the plans and BOQ;

### **4. Fabrication of Steel Pedestal**

Supply, Fabrication, Installation of Steel Pedestal, as indicated in the plans and BOQ.

### **5. Electrical and Auxiliary Works**

- a. Dismantling of existing lighting fixture, wiring devices, roughing-ins/raceways, and accessories;
- b. Supply and installation of complete electrical system as indicated in the plans;
- c. Supply and installation of wiring devices, switches, outlets, and accessories as indicated in the plans and BOQ;
- d. Supply and installation of panel board with circuit breakers as indicated in the plans and BOQ;

### **6. Demobilization**

- a. Site clean-up;
- b. Submit working drawings (as-built plan) of the following:
  - Architectural
  - Electrical & Auxiliary
- c. Hauling of debris and materials from the project site to the appropriate disposal area; and
- d. Removal and hauling of tools and equipment from the project site.

### **7. Permits, Licenses, and Taxes**

- a. The contractor shall secure and pay all permits, fees, licenses, taxes, etc. necessary for the execution of the general construction works for the project;
- b. The contractor shall prepare the complete Contract Documents consisting of detailed designs and construction drawings (**architectural, electrical, electronic and communication layout**) in accordance needed by the Municipal Engineering Office for the building permit purposes; and





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- c. The contractor shall prepare a weekly progress report which shall include an overall progress chart based on actual physical accomplishment of construction work and a progress chart based on actual value of accomplished construction work, among others.

**8. Payment Terms**

The Schedule of Billing specified in the table below shall be followed by the contractor:

Order of Billing	Project Accomplishment Percentage
First (1 <sup>st</sup> ) Billing	At least <b>50%</b> of the work has been accomplished
Second (2 <sup>nd</sup> ) Billing	At least <b>80%</b> of the work has been accomplished
Final Billing	<b>100% accomplished</b>

**C. SPECIFICATIONS**

All drawings, whether small scale or detailed drawings, are intended to work in unison with the specifications and to form part thereof, where figures are given, they are to be followed in preference to measurement by scale. Anything shown in the drawings but not mentioned in the specifications (or vice-versa) or anything not expressively set forth in either (but which is reasonably implied) shall be furnished and installed as thought specifically shown in mentioned both.

**1. Pre-Construction Phase Guidelines**

- A joint site inventory must be conducted and signed by the contractor, the General Services Division (GSD), and end-user;
- The contractor must submit his Program Evaluation Review Technique (PERT) Chart prior to starting the project; and
- The contractor must submit to GSD the list of manpower that shall be utilized for the project along with their respective designations/roles and corresponding qualifications. The most notable figure for the project must be the project manager, preferably an architect or engineer.

**2. Implementation Phase Guidelines**

- The contractor must submit to GSD Weekly Progress Reports as mentioned in Item B.7.c of this document including photo documentations and weather update;
- The contractor must submit their daily list of manpower;
- The project manager must be presently found at the project site at all times to properly monitor/oversee the project as technical representative of the contractor's side;
- BOC, thru its Technical Inspection and Acceptance Committee (TIAC) for Civil Works, reserves its right to conduct monitoring inspection, aside from the inspections for billing purposes. The TIAC must always be received by the project manager to ensure proper communication instead of relying on input from the foreman or laborers only;
- The approved floor plan and perspective drawings must be posted at a wall or board so that they are readily available and visible whenever necessary;





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- f. Materials to be used in the construction/renovation must abide by those specified in this document (Terms of Reference), the drawings, and/or the BOQ. Any change in materials must have proper indorsement in writing duly approved by the end-user and/or a member of the TIAC;
- g. Punch listing shall be conducted upon 95.00% completion as ascertained by the TIAC.

### 3. Structural Steel

- a. All structural steel and miscellaneous metals shall conform to American Society for Testing and Materials (ASTM) specification designation for carbon steel with a yield strength of 36,000 pounds per square inch (PSI) (A36) unless otherwise noted and shall be fabricated and erected in accordance with the American Institute of Steel Construction (AISC) specification for the design, fabrication and erection of structural steel;
- b. All welding works shall comply with American Welding Society (AWS) specifications standard and performed by certified welders. All welding shall be performed by electric arc process and shall be done using approved electrodes as required by the building code. Welds are designed for full stress;

### 4. Electrical Works

- a. Quality Assurance - All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall be further be governed by other requirements, impose on other sections of these specifications. Materials shall be subject to test necessary their fitness if so requires;
- b. Alternate Materials - use of any material, not specified in these specifications may be allowed provided such alternate has been approved agency in accordance with generally accepted standards;
- c. Identification of Materials - Each length of pipe, fitting, box, fixture, and device used in the electrical system shall have cast, stamped or indelibly marked on it the manufacturer's trademark or name, the weight, type and classes or product when so required by the standards mentioned above;
- d. Wires and Cables
  - i. All wires shall be copper, soft-drawn and annealed, shall be of 99% conductivity, shall be smooth and true and of the cylindrical form and shall be within +/-1% variation of the actual size called for.
  - ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type Thermoplastic High Heat-resistant Nylon-Coated (THHN) unless otherwise noted.
  - iii. All wires and cables shall be color coded, color-coding of wires are as follows:
    - (a) Line 1 – red
    - (b) Line 2 – yellow
    - (c) Line 3 – blue
  - iv. Minimum size of branch circuit wire shall be 3.5 mm<sup>2</sup> THHN for power and lighting system with 3.5mm<sup>2</sup> THHN minimum ground wire.
  - v. Wires 3.5 mm<sup>2</sup> and bigger shall be stranded.
- e. Switches





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- i. Switches shall be flush mounted and rated at 15 Amperes (Amps), 250 volts, one way, three-way as required.
  - ii. Switches shall be quiet type, spring loaded, and the cover plates shall be subject to the approval of the Architect and the Engineer.
- f. Receptacles
- i. Receptacles shall be duplex, flush mounted and rated at 10 Amps., 250 volts, parallel or tandem slots with grounding slots as required. All 110 volts receptacle outlets shall be rated 15 Amps, 120 volts. 220 volts receptacle outlets shall be distinct from the 110 volts receptacle outlets in terms of configurations and shall be provided with markings.
  - ii. Cover plates shall be subject to the approval of the Architect and the Engineer. **Stainless steel cover plate shall be required on all wet or damped area.**
  - iii. All receptacle outlets with Ground-Fault Circuit Interrupters (GFCI) shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.

Interested suppliers are required to **submit original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, 6) PCAB License, 7) Certificate of Satisfactory Performance issued by the Bureau of Customs (for contracts entered into with the Bureau) or from any offer office/agency, if the former is not applicable and 8) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents in hard copy is on or before March 21, 2024 at the Supply Unit, Administrative Division, Ground Floor, Prefabricated 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.

**Awarded Bidder must secure Performance Security/Performance Bond 30% of Contract Price upon receipt of Notice of Award.**

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 09178629765 or email us at [tuazona@customs.gov.ph](mailto:tuazona@customs.gov.ph).



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Very truly yours,

A handwritten signature in blue ink, appearing to be "Julito L. Doria", written over the typed name.

**ATTY. JULITO L. DORIA**  
Chairperson  
Bids and Awards Committee  
Port of Manila



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Annex "A"

**PRICE QUOTATION FORM**

Date:

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

Project Name: **Restructuring of Existing Port of Manila Formal Entry Division @ BOC  
Gymnasium Electrical System and Fabrication of Steel Pedestal of Steel Cabinet**

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:

DESCRIPTION	QTY		MATERIAL COST		LABOR COST	TOTAL
	#Units	UM	P/Unit	Total		
<b>A. Mobilization/Demobilization</b> Mobilization/Demobilization	1.00	lot				
Sub-total=						
<b>B. Fabrication of Steel Pedestal</b>	73.00	pcs				
a. Angle Bar (50mm X 50mm X 6000mm)	6.00	box/5kg				
b. Welding rod	10.00	pcs				
c. Metal Cutting Disc 4"	5.00	4Ltr/gal				
d. Red Oxide Primer						
e. Paint Quick Drying Enamel for metal (QDE B691) Flat black	5.00	4Ltr/gal				
f. Paint Brush 4"	10.00	pcs				
Sub-total=						
<b>C. Electrical</b>						
a. Panelboard w/ Circuit Breaker	1.00	set				
b. 3.5 mm <sup>2</sup> Electric Wire THHN Stranded	10.00	box				
c. 80 mm <sup>2</sup> Electric Wire THHN Stranded	5.00	l.m.				
d. Duplex Convenience Outlet	210.00	pcs				
e. Surface Utility Box	210.00	pcs				
f. Conduit Pipe & Fittings	1.00	lot				
g. Pull Box	1.00	lot				
h. Electrical Cover (Rubber humps)	42.00	pcs				
i. Miscellaneous	1.00	lot				
Sub-total=						
Total=						



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**Work Duration: 60 Calendar Days**

Total amount in words:

The above-quoted prices are inclusive of all cost and applicable tax.

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)

**Direct Cost**

Material Cost

Labor Cost

Mobilization

**Total Direct Cost** \_\_\_\_\_

**Indirect Cost**

OCM (15% of DC)

Contractors Profit (10% of DC)

Total Indirect Cost

**Tax (5% of DC+IC)** \_\_\_\_\_

**TOTAL PROJECT COST**



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