



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

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Installation of Containerized Documents Storage"** 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: **Installation of Containerized Documents Storage**  
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
Approved Budget for the Contract: **Nine Hundred Ninety-Four Thousand Seven Hundred Forty-Three Pesos and Seventy-Five Centavos (PHP994,743.75) inclusive of tax**  
Specifications :

| QTY.  | DESCRIPTION  |
|-------|--|
| 1 LOT | <p><b>A. GENERAL CONDITIONS</b></p> <p>Complete all works for the project "Installation of Containerized Documents Storage" including transportation and installation of Container using Crane, with 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.</p> <p>The contractor is not limited to the scope of works listed. He 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.</p> <p>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.</p> <p>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 included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.</p> <p><b>B. SCOPE OF WORKS</b></p> <p><b>1. Mobilization</b></p> <ul style="list-style-type: none"><li>a. Preparation of logistics of contractor's equipment;</li><li>b. Setting up of temporary facilities within the site; and</li><li>c. Setting up of necessary water and power lines required for the Project.</li></ul> |



## **2. Site Works**

- a. Site Cleaning and preparation of the area for the delivery of Container Warehouse.
- b. Hauling of debris and materials from the project site to the appropriate disposal area; and
- c. Application of pest control chemicals.

## **3. Carpentry Works**

- a. Supply and installation of Stair treads as indicated in the plans and Bill of Quantities (BOQ);
- b. Supply and installation of HSS Steel Stringers as indicated in the plans and BOQ;
- c. Supply, fabrication and installation of Steel shelves and Railings as indicated in the plans and BOQ; and
- d. Supply, fabrication, and installation aluminum Checkered plate for the platform as indicated in the plans and BOQ.

## **4. Electrical Works**

- a. Supply and installation of complete electrical system as indicated in the plans;
- b. Supply and installation all lighting fixtures as indicated in the Reflected Ceiling Plan or as specified by the architect and/or End-user's representative;
- c. Supply and installation of wiring devices, switches, outlets, and accessories as indicated in the plans and BOQ;
- d. Supply and installation of circuit breakers as indicated in the plans and BOQ;
- e. Supply and installation of wiring cables and roughing-ins as per plans and BOQ;
- f. Complete testing and commissioning of all electrical lighting, power and auxiliary systems using valid calibrated test equipment;
- g. Submission of all test reports; and
- h. Securing of electrical wiring permit and certificate of electrical inspection.

## **5. Painting Works**

- a. Painting of steel shelves, walls, and ceiling of Container Warehouse as indicated in the plans and BOQ; and
- b. Contractor shall ensure that all delivered painting materials to the work site shall be in original containers with seals and labels intact. Containers shall not be opened until after they have been inspected by the End-user or its duly authorized representative.

## **6. Demobilization**

- a. Site clean-up;
- b. Submit working drawings (as-built plan) of the following:
  - Architectural
  - Structural
  - 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, structural, mechanical, plumbing/sanitary, electronic and communication layout**) in accordance needed by the Municipal Engineering Office for the building permit purposes; and
- 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. Terms of Payment**

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

| <b>Order of Billing</b>           | <b>Project Accomplishment Percentage</b>              |
|-----------------------------------|---|
| First (1 <sup>st</sup> ) Billing  | At least <b>30%</b> of the work has been accomplished |
| Second (2 <sup>nd</sup> ) Billing | At least <b>50%</b> of the work has been accomplished |
| Third (3 <sup>rd</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, when 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 expressly 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. A joint site inventory must be conducted and signed by the contractor, the General Services Division (GSD), and end-user;
- b. The contractor must submit to GSD his Program Evaluation Review Technique (PERT) Chart to the GSD before the start of the project; and
- c. 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**

- a. The contractor must submit Weekly Progress Reports as mentioned in Item B.10.c of this document including photo documentations and weather update to GSD;
- b. The contractor must submit their daily list of manpower;
- c. 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;
- d. 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 project manager must always be present, especially during inspections for billing purposes, to ensure proper communication instead of relying on the foreman or laborers only;



- e. The approved floor plan and perspective drawings must be posted on a wall or board so that they are readily available and visible whenever necessary;
- f. Materials to be used in the construction/renovation must follow those specified in this document (Terms of Reference), the drawings, and/or the BOQ. The Contractor must first secure proper approval of materials to be installed via a written document duly approved by both the end-user and GSD. Any change in materials must also have proper indorsement thereafter.
- g. The contractor must submit necessary testing reports (e.g., waterproofing test, leak test, slump test, etc.) to GSD for documentation and validation; and
- h. Punch listing shall be conducted upon 95.00% completion as ascertained by the TIAC.

### **3. Fabrication of Metal Stair and Concrete Footing Blocks**

- a. Stair Treads
  - HSS Steel Stringers
  - Tubular Railings (75mm x 50mm x 1.2mm)
  - Steel Shelves
  - Steel Matting
  - Aluminum Checkered plate
  - Footing Blocks
- b. Cabinets/Shelves
  - Steel Shelves

### **4. Painting**

Application of Plastered Paint Finish on all interior and exterior walls/ceiling and within the scope of the interior and exterior works unless otherwise indicated in the plans and specifications.

- a. All paint and accessories, materials incorporated in or forming a part thereof shall be subject to the approval and selection of color, tint, finish or shade by the Architect;
- b. Painting of all surfaces, except otherwise specified shall be three (3) coats work, one primer and two finish coats;
- c. All paint materials shall meet the requirements of paint materials under class A;
- d. All surfaces to be painted shall be examined carefully before beginning any painting work, and other trade works installed in workmanship condition to receive paint or ant particular finish; and
- e. All paint materials shall meet the requirements of the specifications set by GSD and shall be delivered on the job in the original container, with labels intact and seal unbroken;

### **5. 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. 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;



|  |  |
|--|--|
|  | <p>c. Wires and Cables; and</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type THHN/THWN unless otherwise noted.</li> <li>iii. All wires and cables shall be color coded, color-coding of wires are as follows: <ul style="list-style-type: none"> <li>(a) Line 1 – red</li> <li>(b) Line 2 – yellow</li> <li>(c) Line 3 – blue</li> </ul> </li> <li>iv. Minimum size of branch circuit wire shall be 3.5 mm<sup>2</sup> THW or THWN for power and lighting system with 2.0mm<sup>2</sup> THW minimum ground wire.</li> <li>v. Wires 2.5 mm<sup>2</sup> and smaller shall be solid or stranded and 3.5 mm<sup>2</sup> and bigger shall be stranded.</li> </ul> <p>d. Receptacles</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. Cover plates shall be subject to the approval of the Architect and the Engineer. <b>Stainless steel cover plate shall be required on all wet or damped area.</b></li> <li>iii. All receptacle outlets with GFCI shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.</li> </ul> |
|--|--|

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 of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 other 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 **May 6, 2024, 10:00 a.m., at General Services Division (GSD)**, Ground Floor, OCOM 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 Telefax no. 8526-6571 or email us at [bec-svp@customs.gov.ph](mailto:bec-svp@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division



Annex "A"

### PRICE QUOTATION FORM

Date:

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

Project Name: **Installation of Containerized Documents Storage**

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><br>Container Truck Transportation and installation using crane | 1      | lot |               |       |            |       |
| <b>B. Fabrication of Metal Stairs &amp; Concrete Footing Blocks</b>                                  |        |     |               |       |            |       |
| a. Stair Treads  | 1      | lot |               |       |            |       |
| b. HSS Steel Stringers   | 1      | lot |               |       |            |       |
| c. Tubular Railings (75mm x 50mm x 1.2mm)  | 1      | lot |               |       |            |       |
| d. Steel shelves Angle Bar (50mm X 50mm X 6000mm X 5.0mm)  | 1      | lot |               |       |            |       |
| e. Steel Matting (as per approval) 5.0mm thick   | 1      | lot |               |       |            |       |
| f. Aluminum Checkered Plate 4x8ft x 5.0mm thick (as per approval)                                    | 1      | lot |               |       |            |       |
| g. Painting Works (as per approval)  | 1      | lot |               |       |            |       |
| h. Footing Blocks  | 1      | lot |               |       |            |       |
| i. Consumables   | 1      | lot |               |       |            |       |
| <b>C. Electrical</b>   |        |     |               |       |            |       |
| a. Lighting with Circuit Breakers  | 1      | lot |               |       |            |       |
| <b>Total:</b>  |        |     |               |       |            |       |



**Work Duration: 35 Calendar Days**

Total amount in words:

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

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)

|                                |       |
|--------------------------------|-------|
| <b>Direct Cost</b>             |       |
| Material Cost                  |       |
| Labor Cost                     |       |
| Mobilization                   |       |
| <b>Total Direct Cost</b>       | _____ |
| <b>Indirect Cost</b>           |       |
| OCM (15% of DC)                |       |
| Contractors Profit (10% of DC) |       |
| Total Indirect Cost            |       |
| <b>Tax (5% of DC + IC)</b>     | _____ |
| <b>TOTAL PROJECT COST</b>      |       |

