



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



REQUEST FOR QUOTATION

Date

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **Two Years Quarterly General Cleaning and Maintenance of Air Conditioner** 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	Two Years Quarterly General Cleaning and Maintenance of Air Conditioner
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015
Approved Budget	P101,200.00
Mode of Procurement	SMALL VALUE PROCUREMENT

SCOPE OF WORKS:

- A. General check-up of unit once every month or when so requested to include the following check-up points:
 - a. Check system for leaks
 - b. Check field wiring
 - c. Check unit for electrical service line, expansion valve, thermostat control switches
 - d. Check operating pressure

- B. General cleaning of unit once every 3 months to include the following:
 - a. Condenser and evaporator coil
 - b. Air-handling blowers and condensing unit
 - c. Inner and outer casing/enclosure to remove stains
 - d. Lubricate all moving parts
 - e. Adjust electrical control such as relays, switches
 - f. Clean air filters
 - g. Keep the equipment clean at all time

- C. Assignment of at least two servicemen/technician who shall response to units that are improperly functioning and maybe give advice as to troubleshooting.

- D. Regular maintenance report in every completed job shall be submitted to mechanical services or administrative office for inspection approval and acceptance.

- E. Replacement of parts is owner's account. Labor is free for every replacement of parts.
- F. All services that will be performed during regular working hours and any overtime work at customer's request, without charge.
- G. For any major repairs and overhauling, the customer shall pay the materials involved. Canvass from another suppliers for materials to use is allowed.
 - a. Rewinding of motors
 - b. Repair of panel of air handling units
 - c. Repair of evaporative condensers
 - d. Blowers
 - e. Replacement of electrical switches and rewiring in case of ground or short circuits
 - f. Replacement of compressors
 - g. And other major repairs

Delivery Term: **Bids are accepted until July 15, 2019, 5:00 PM**


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 and final taxes (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, (032) 340-4197, Fax (032)340-4196.

Thank you very much.

Very truly yours,


FRANCES MARGARET QUITCO
Chief, Administrative Section



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



Annex "A"

PRICE QUOTATION FORM
(2019-005MTN)

(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
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: 15SR-1902969		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1902970		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1902971		
	EPU/MISTG	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1702024		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1702037		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1702038		
	CIIS	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901371		
	Accounting Unit	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901387		
	MEZ	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-190390		
	Administrative Section	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901370		
	AOS/POS	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901384		

	Export Section	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1800939		
	MEZ	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901388		
	Collector's	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901389		
	Collector's	Aircondition Unit - Split Type 1.5HP		
	P.O.D	Carrier FP-5LUC018,2HP/remote control - Split		
	Computer Island	Hitachi RAS/RAC - 10RC (2HP/remote control) Split Type		
	Computer Island	Hitachi RAS/RAC - 10RC (2HP/remote control) Split Type		
	Assessment Section	Hitachi floor Mtd Aircon, Inverter single phase (Indoor & Outdoor)		
	EPU	Kolin Window type Aircon 1HP Inverter		
	OIC,AOS/POS	Kolin Window type Aircon 1HP Inverter		
	Admin./Supply	Sharp Window Tape 2HP Inverter		

Total Cost for Two Years:

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 and Address

Mayor's Permit No. _____

Phil GEPS Registration No. _____

Omnibus Sworn Statement

(Please submit the photocopies of the above documents upon submission of quotation)