



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Enhancement of BOC Grounds”** 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: **Enhancement of BOC Grounds**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Seven Hundred Twelve Thousand Two Hundred Pesos (PHP712,200.00) inclusive of tax**
- Specifications:

QTY.	DESCRIPTION
1 LOT	<p><b>SCOPE OF WORKS</b></p> <p><b>A. Trucking</b></p> <ul style="list-style-type: none"> <li>a. Mobilization               <ul style="list-style-type: none"> <li>i. Preparation of logistics of contractor’s equipment and landscaping materials.</li> </ul> </li> <li>b. Demobilization               <ul style="list-style-type: none"> <li>i. Site clean-up.</li> <li>ii. Hauling of waste materials from project site to appropriate disposal area.</li> <li>iii. Removal and hauling of materials from project site.</li> </ul> </li> </ul> <p><b>B. Plants and other Gardening Materials</b></p> <ul style="list-style-type: none"> <li>a. Existing plants affected by the scope of works shall be removed/uprooted.</li> <li>b. Supply and subsequent bedding of plants and other necessary gardening materials of BOC Grounds as per perspective design.               <ul style="list-style-type: none"> <li>i. Facade of OCOM Building</li> <li>ii. Entrance Gate</li> <li>iii. Both Sidewalks of Parking Lot</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>iv. NPO Building Surroundings (including beside Biskofi Cafe)</li><li>v. IAS Building Surroundings</li><li>c. Trimming of trees dangling on the edge of abovementioned buildings.</li></ul> <p><b>C. Other Aesthetic Works</b></p> <ul style="list-style-type: none"><li>a. Repainting of existing plant boxes as per perspective design.</li><li>b. Supply of additional plant boxes as per perspective design.</li><li>c. Repainting of walls beside Accountable Forms.</li><li>d. Re-alignment of existing pathway bricks.</li></ul> <p><b>D. Any plants damaged during the execution of the project shall be replaced by the contractor. Plants that fail to survive after sixty (60) days shall also be replaced.</b></p> <p><b>E. Other improvements that are not part of the Scope of Works but are necessary for the completion of the general Terms of Reference shall be done by the contractor.</b></p> <p><b>Work Duration: 30 Calendar Days</b></p>
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Interested suppliers are required to submit **original/certified true copy** of the following: 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, 2021 Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly sealed.

Submission of quotation and eligibility documents in hard copy is on or before **April 29, 2022, 10:00 a.m., at General Services Division (GSD)**, Ground Floor, OCOM Building, Port Area, Manila.



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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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Chief Administrative Officer  
General Services Division

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South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)



Annex "A"

**PRICE QUOTATION FORM**

Date:

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

Project Name: **Enhancement of BOC Grounds**

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. Trucking Mobilization /Demobilization</b>	1.00	lot				
<b>B. Plant Box and Other Gardening Materials</b>						
<ul style="list-style-type: none"> <li>• Garden Soil</li> <li>• Kamuning</li> <li>• Golden Miagos</li> <li>• Eugenia</li> <li>• Frog Grass</li> <li>• Dize</li> <li>• Pebbles</li> <li>• Maki Tree</li> <li>• Schefflera</li> </ul>	<p>5.00</p> <p>350.00</p> <p>300.00</p> <p>150.00</p> <p>210.00</p> <p>5.00</p> <p>120.00</p> <p>150.00</p> <p>250.00</p>	<p>Elf truck</p> <p>Pcs</p> <p>Pcs</p> <p>Pcs</p> <p>Sqm</p> <p>Set</p> <p>Sacks</p> <p>Pcs</p> <p>Pcs</p>				

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• Plant Box W/Plant	62.00	Pcs				
<b>Subtotal:</b>						
<b>C. Other Aesthetic Works</b>	1.00	Lot				
<b>Subtotal:</b>						
<b>Total:</b>						

**Work Duration: 30 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)

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