



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Repair and Renovation of the Office of Human Resource and Management Division (HRMD)"** 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: **Repair and Renovation of the Office of Human Resource and Management Division (HRMD)**

Location: **Bureau of Customs**

Approved Budget for the Contract: **Nine Hundred Ninety-Eight Thousand Six Hundred Five Pesos and 50/100 (Php998,605.50) inclusive of tax**

### Specifications

QTY.	DESCRIPTION
1 LOT	<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.</li><li>c. Setting up of necessary water and power lines required for the Project.</li></ul> <p><b>2. Chipping and Dismantling Works</b></p> <ul style="list-style-type: none"><li>a. Dismantling of existing low wall partitions and built in cabinet.</li></ul> <p><b>3. Tile Works</b></p> <ul style="list-style-type: none"><li>a. Repair of existing damaged floor tiles.</li></ul> <p><b>4. Carpentry Works</b></p> <ul style="list-style-type: none"><li>a. Supply and Installation of fiber cement board with complete standard metal furring support on the propose drop ceiling as shown on the plans.</li><li>b. Supply and Installation of fiber cement board with complete standard metal stud support on dry wall partition as shown on the plans (Office of the Division Chief).</li><li>c. Fabrication of built-in tables and cabinets as shown on the plans.</li></ul> <p><b>5. Doors and Windows</b></p> <ul style="list-style-type: none"><li>a. Supply and installation panel door for the proposed mini conference room.</li><li>b. Supply and Installation of one-way mirror on the office of the chief as shown on the plans.</li></ul>



	<ul style="list-style-type: none"><li>c. Supply and installation of transaction window on the office of assistant chief as shown on the plans.</li><li>d. Repair of all existing damaged doors and windows.</li></ul> <p><b>6. Painting Works</b></p> <ul style="list-style-type: none"><li>a. Painting of all existing and newly installed ceiling.</li><li>b. Repainting of all interior and exterior walls and partitions.</li></ul> <p><b>7. Electrical Works</b></p> <ul style="list-style-type: none"><li>a. Supply and installation of complete electrical system as shown on the perspective plans.</li><li>b. Supply and installation of wiring devices, switches and outlets, wall receptacles, plates and accessories.</li><li>c. Restoration of other electrical system not shown on the drawings such as power outlets, switches, data and other control wirings.</li><li>d. Complete testing and commissioning of all electrical lighting, power systems.</li></ul> <p><b>8. Demobilization</b></p> <ul style="list-style-type: none"><li>a. Site clean-up</li><li>b. Hauling of debris materials from project site to appropriate disposal area.</li><li>c. Removal and hauling of tools and equipment from project site.</li></ul> <p><b>Work Duration: 65 Calendar Days</b></p>
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Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also be submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, PCAB License, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A") and see posting in PhilGeps Website.

Submission of quotation and eligibility documents is on or before July 29, 2019, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

The Perspective bidder must secure affidavit of site inspection, failure to do so shall be ground for disqualification.

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.

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.



# BUREAU OF CUSTOMS

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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,

**RAQUEL G. DE JESUS**  
Acting Chief, General Services Division

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 8527-4537, 8527-1935

Website: [www.customs.gov.ph](http://www.customs.gov.ph) Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph)

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Annex "A"

## PRICE QUOTATION FORM

Date:

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

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</b>	1.00	lot				
<b>B. Chipping and Dismantling Works</b>	1.00	lot				
<b>C. Tiling Works Repair of existing floor tiles</b>						
• 40cmx40cm ceramic floor tiles	50.00	pcs				
• Portland Cement	15.00	bags				
• Grout	5.00	bags				
• Adhesive Cement	10.00	bags				
<b>D. Carpentry Works</b>						
• Metal Furring	25.00	pcs				
• Metal Stud	55.00	pcs				
• Metal U-track	15.00	pcs				
• Wall Angle	10.00	pcs				
• Fiber Cement Board	15.00	pcs				
• Blind Rivet	12.00	box				

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<ul style="list-style-type: none"> <li>• Black Screw</li> <li>• Stickwell</li> <li>• Phenolic Board</li> <li>• Laminate</li> <li>• Stainless Steel Tubular</li> <li>• Cabinet Accessories</li> <li>• Miscellaneous</li> </ul>	300.00 6.00 47.00 24.00 50.00 1.00 1.00	pcs gals pcs pcs pcs lot lot				
<b>E. Doors and Windows</b> <ul style="list-style-type: none"> <li>• 80x210 Panel Door with Door Jamb</li> <li>• One-way mirror</li> <li>• Transaction window</li> <li>• Repair existing windows</li> </ul>	1.00 1.00 1.00 1.00	sets set set lot				
<b>F. Painting Works</b> <ul style="list-style-type: none"> <li>• Flat latex</li> <li>• Semi-gloss Latex</li> <li>• Q.D.E</li> <li>• Flat Wall Enamel</li> <li>• Laquer Primer</li> <li>• Paint Thinner</li> <li>• Paint Roller</li> <li>• Pollituff</li> <li>• A/C Paint</li> <li>• Miscellaneous</li> </ul>	6.00 6.00 3.00 2.00 9.00 10.00 1.00 2.00 1.00 1.00	tins tins tins tins gals gals lot gals lot lot				
<b>G. Electrical Works</b> <ul style="list-style-type: none"> <li>• 15mm dia. Flexible pipe</li> <li>• 3.5mm<sup>2</sup> THHN Wire CU Stranded</li> <li>• Octagonal box</li> <li>• Utility box</li> <li>• 15mm dia. PVC pipe</li> <li>• Pin lights</li> <li>• T5 LED Fluorescent lamp</li> </ul>	2.00 5.00 25.00 55.00 30.00 4.00 32.00	roll box pcs pcs pcs pcs pcs				

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• Single gang switch in one plate	8.00	set				
• 2 gang switches in one plate	12.00	set				
• PVC Tape	10.00	roll				
• Universal Convenience outlet	55.00	set				

<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)	
<b>Total Indirect Cost</b>	_____
<b>Tax (5% of DC+IC)</b>	
<b>TOTAL PROJECT COST</b>	

## Work Duration: 60 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 up on submission of quotation)

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