



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

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## 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 the Director, FMO and Office of the Chief, Budget Division"** 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 the Director, FMO and Office of the Chief, Budget Division**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Nine Hundred Sixty-Two Thousand Two Hundred Sixty-Three Pesos and Seventy-Seven Centavos (PHP962,263.77) inclusive of tax**

Specifications:

QTY	DESCRIPTION
1 LOT	<p><b>1. SCOPE OF WORKS</b></p> <p><b>A. 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> <p><b>B. Demobilization</b></p> <ul style="list-style-type: none"> <li>a. Site clean-up.</li> <li>b. Hauling of debris and materials from the project site to the appropriate disposal area; and</li> <li>c. Removal and hauling of tools and equipment from the project site.</li> </ul> <p><b>C. Carpentry Works</b></p> <ul style="list-style-type: none"> <li>a. Supply and installation of 9mm gypsum board with complete standard metal furring support on all ceilings as shown in the plans and Bill of Quantities (BOQ); and</li> <li>b. Fabrication of built-in cabinets, backdrops, and executive office tables as indicated in the plans and Bill of Quantities (BOQ).</li> </ul> <p><b>D. Painting Works</b></p> <ul style="list-style-type: none"> <li>a. All surface defects shall be repaired, and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials.</li> </ul>



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Surfaces shall then be cleaned with steam or with a commercial cleaner to remove all grease, oil, and chemical residues;

- b. Prior to painting works, surfaces on masonry, wood, and metal must be free from any dirt, grease, old paint, and rust, eliminate loose or peeling paint, and get rid of rust deposits before applying primer/putty and paint finish; and
- c. 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.

## **E. Doors and Windows**

- a. Supply and installation of wooden flush solid core door and PVC door with door jamb as shown in the plans and Bill of Quantities (BOQ) including its accessories such as door-knobs lever type heavy duty and hinges; and
- b. Supply and installation of sliding aluminum glass windows as shown in the plans and Bill of Quantities (BOQ).

## **F. Floor and Tiling Works**

- a. Supply and installation of 60cm x 60cm floor and wall tiles in the comfort rooms as indicated in the plans and Bill of Quantities (BOQ); and
- b. Supply and installation of 50cm x 50cm carpet floor tiles in the Director's Office, Chief's Office, and mini-conference room as indicated in the plans and Bill of Quantities (BOQ).

## **G. Plumbing Works**

Replacement of water closets, wall-hung lavatories, pipes, and fittings with complete accessories as indicated in the plans and Bill of Quantities (BOQ).

## **H. Electrical Works**

- a. Supply and installation of all lighting fixtures as shown on the Reflected Ceiling Plan (RCP) or as specified by the architect and/or end-user's representative;
- b. Supply and installation of wiring devices, switches, outlets, and accessories as shown in the plans and Bill of Quantities (BOQ);
- c. Supply and installation of panel board with circuit breakers as shown in the plans and Bill of Quantities (BOQ); and
- d. Supply and installation of wiring cables and roughing-ins as per plans and Bill of Quantities (BOQ).



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### I. Others

Supply and installation of 900 mm and 500 mm diameter BOC seals as indicated in the plans and Bill of Quantities (BOQ).

### J. 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 monthly progress report which shall include an overall progress chart based on the actual physical accomplishment of construction work and a progress chart based on the actual value of accomplished construction work, among others.

### K. 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>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>

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 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 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 **July 31, 2023, 10:00 a.m., at General Services Division (GSD)**, Ground Floor, OCOM Building, Port Area, Manila. **Note: the Time/Date stamped at the CCC shall be controlling.**



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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**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division



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Annex "A"

## PRICE QUOTATION FORM

Date:

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

Project Name: **Repair and Renovation of the Office of the Director, FMO and Office of the Chief, Budget Division**

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>	1.00	lot				
<b>B. Demolition Works</b>	1.00	lot				
<b>Subtotal:</b>						

<b>C. Carpentry Works</b>						
<ul style="list-style-type: none"> <li>• <b>Ceiling (75 sq.m):</b></li> <li>Gypsum board (9mm) 30.00 sht/s</li> <li>Metal Furring (3m length) 90.00 lgth</li> <li>Carrying Channel (3m length) 35.00 lgth</li> <li>Blind Rivet 1,200.00 pcs</li> <li>Metal Screw 350.00 pcs</li> <li>Wall Angle – 3m Length 30.00 lgth</li> <li>Miscellaneous 1.00 lot</li> <li>• <b>Built-in Cabinet:</b></li> <li>Plyboard 3/4" 18.00 sht/s</li> <li>1/4 clear glass 6mm 1.00 lot</li> </ul>						

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Duco paint	1.00	lot				
Consumables	1.00	lot				
• <b>Backdrop (23 sq.m):</b>						
PVC wall cladding (6x.15m)	27.00	pcs				
Metal Screw	400.00	pcs				
Plyboard 3/4"	6.00	sht/s				
Duco paint	1.00	lot				
Miscellaneous	1.00	lot				
• <b>Executive office tables:</b>						
	1.00	lot				
<b>Subtotal:</b>						
<b>D. Painting Works</b>						
• <b>Drywall partitions with stucco paint finish (35 sq.m):</b>						
Skim coat (25 kg)	2.00	bags				
Portland Cement (40kg)	25.00	bags				
Sandpaper	1.00	lot				
Consumables	1.00	lot				
• <b>Ceiling (75 sq.m):</b>						
Skim coat (25 kg)	3.00	bags				
Flat Wall Enamel	5.00	gals				
Semi-Gloss (double coat)	10.00	gals				
Paint Thinner	3.00	gals				
Paint Brush	1.00	lot				
Paint Roller	1.00	lot				
Drop cloths	1.00	lot				
Paint tray	1.00	lot				
Sandpaper	1.00	lot				
Consumables	1.00	lot				
• <b>Drywall partitions with paint finish (55 sq.m):</b>						
Skim coat (25 kg)	2.00	bags				
Flat Wall Enamel	3.00	gals				
Semi-Gloss (double coat)	6.00	gals				
Paint Thinner	2.00	gals				
Paint Brush	1.00	lot				
Paint Roller	1.00	lot				
Drop cloths	1.00	lot				
Paint tray	1.00	lot				
Sandpaper	1.00	lot				
Consumables	1.00	lot				

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<b>Subtotal:</b>						
<b>E. Doors and windows</b>						
Supply and Installation of wooden flush solid door	6.00	sets				
Supply and Installation of sliding glass window	1.65	sq.m.				
Supply and Installation of PVC door	2.00	sets				
Door Accessories and Consumables	1.00	lot				
<b>Subtotal:</b>						
<b>F. Floor and Tiling Works</b>						
50cm x 50cm Floor Carpet Tiles (55 sq.m.)	220.00	pcs				
60cm x 60cm floor tiles (21 sq.m.)	60.00	pcs				
60cm x 60cm wall tiles "full height" (20 sq.m.)	55.00	pcs				
Portland Cement (41 sq.m.)	15.00	bags				
Tile adhesive (25 kg)	7.00	bags				
Tile grout	6.00	bags				
Sand	1.00	cu.m.				
Consumables	1.00	lot				
<b>Subtotal:</b>						
<b>G. Plumbing Fixtures</b>						
Water Closet	2.00	sets				
Wall-Hung lavatory	2.00	sets				
Pipes and fittings	1.00	lot				
Consumables	1.00	lot				
<b>Subtotal:</b>						
<b>H. Electrical Works</b>						
Duplex Convenience Outlet	11.00	sets				
Floor mounted outlet	2.00	sets				
Polarized 3-Prongs (ACU Outlet)	5.00	sets				
<b>Lighting Fixtures:</b>						
12W LED Round Panel Light	33.00	pcs				
Strip led lights	1.00	lot				
<b>Wiring Devices:</b>						

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cables	UTP cable Cat6					
	Single Gang Switch	1.00	box			
	3-Gang Switch	7.00	pcs			
	2-Way Gang Switch	3.00	pcs			
	3.5 mm THHN wire/wire	3.00	pcs			
		1.00	box			
<b>Roughing-ins:</b>						
Consumables	1.00	lot				
	1.00	lot				
<b>Subtotal:</b>						
<b>I. Others</b>						
BOC Seal (900 mm dia.)	1.00	pc				
BOC Seal (500 mm dia.)	1.00	pc				
Consumables	1.00	lot				
<b>Subtotal:</b>						
<b>Total:</b>						

**Work Duration: 90 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)

**Direct Cost**

Material Cost

Labor Cost

Mobilization

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

**Indirect Cost**

Overhead, Contingencies and  
Miscellaneous (OCM) (15% of DC)

Contractors Profit (10% of DC)

**Total Indirect Cost** \_\_\_\_\_

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

**TOTAL PROJECT COST**