



BUREAU OF CUSTOMS-SUB-PORT OF MACTAN

PRICE QUOTATION FORM



FORM NO. BOCSOM-F-PP-003

EFFECTIVE DATE: October 1, 2023

VERSION: 1

PAGE 1 of 5

Annex 2

We, the undersigned, hereby accept in full the BOC General Terms and Conditions, and hereby offer to provide the items listed below in conformity with the technical specifications, requirements, and conditions of BOC as per RFQ Reference No.: 2023-020MTN.

PROCUREMENT OF: RENOVATION OF GENERATOR SHED				
Item	Description	Total Quantity	Unit Price	Total Price
LOT	hauling, demolition works construction materials for concrete and steel works roofing works finishing works (PLEASE PROVIDE DETAILS/BILL OF MATERIALS/SCOPE OF WORK IN SEPARATE SHEETS)	1		
TOTAL IN PHP				
IN WORDS				

We, the undersigned, offer to supply the items listed above in conformity with specifications, terms and conditions of the RFQ.

Signature over Printed Name of Supplier's Authorized Representative (Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)	:	
Designation:	:	
Company:	:	
Company Address:	:	
Date:	:	
Telephone Number	:	
E-mail Address	:	
Mobile Number	:	

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PAGE 2 of 5

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In cases of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) Quotations may be submitted through electronic mail at jennifer.duyogan@customs.gov.ph and victoria.arandillo@customs.gov.ph
- 4) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 5) All pages shall be signed or initialed by the bidder's authorized signatory.
- 6) Bidders shall provide correct and accurate information required in this form.
- 7) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 9) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 10) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 12) Item/s delivered shall be inspected on the scheduled date and time of the BOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.



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PAGE 3 of 5

- 13) Liquidated damages equivalent to one-tenth of one percent (0.10%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BOC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14) The scanned actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. Provided, that original documents not using digital signatures shall be transmitted during contract execution. However, text-typing the name of the bidder and/or the words "SGD. or ORIGINAL SIGNED" and the like without distinctive features are NOT ACCEPTABLE.
- 15) The BOC assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
- 16) The BOC reserves the right to reject the Quotations/Proposals or not award the contract and makes no assurance that a Contract shall be entered into as a result of this request.
- 17) The BOC may suspend the conduct of procurement activities adversely affected or interrupted by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions at any time during the existence of such calamity, or quarantine or similar restrictions, and when it has assessed or determined that: (a) No Supplier will be able to submit a quotation/proposal or comply with the requirements of the procurement rules due to the limitations resulting from the declaration of a State of Calamity, or implementation of a community quarantine or similar restrictions; or (b) Conduct of procurement activities cannot be undertaken without endangering the health and welfare of its personnel despite the work from home or other alternative work arrangements.
- 18) The BOC may cancel or terminate the conduct of procurement activities, for any justifiable reason, such as but not limited to: (a) physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the end-user unit; (b) project is no longer necessary as determined by the end-user unit; (c) source of funds for the project has been withheld or reduced through no fault of the BOC; or (d) brought about by the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions (Sec. 35.6 of the 2016 Revised IRR).
- 19) The BOC may declare failure of bidding/procurement based on its assessment and review of all its planned and ongoing procurement pursuant to Section 1 of GPPB Resolution No. 09-2020.
- 20) The BOC aims to ensure that only vendors/suppliers with known experience and proven capability on the requirements of the particular contract should continue to participate in BOC procurement. Hence, in line with Section 9(e) of the 2016 Revised IRR of R.A. No. 9184, the BOC evaluates the performance of suppliers/vendors by rating the supplier's responsiveness to BOC specifications/Terms of Reference, Quality Of Products/Services Provided, Delivery Time Of Products/Services, Quantity Of Products/Services And Post Delivery Activities.



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PAGE 4 of 5

TERMS OF REFERENCE

FOR THE RENOVATION OF THE GENERATOR SHED

1. BACKGROUND

The Bureau of Customs Sub-port of Mactan was granted allocation to procure a 60kva(minimum) generator set as replacement for the existing generator. However, the existing generator enclosure cannot accommodate the newly procured 75kVa generator.

2. OBJECTIVES

Renovating an existing generator shed to accommodate a larger generator involves specific objectives to ensure that the new equipment functions optimally and meets safety and operational standards. Here are some objectives to consider:

- a. Evaluate the capacity of the existing generator shed to determine if it can safely and efficiently house the larger generator.
- b. Ensure that the renovated generator shed complies with local building codes, safety regulations, and environmental standards.
- c. Upgrade the infrastructure to support the increased power requirements of the larger generator.
- d. Ensure proper ventilation and cooling to prevent overheating of the larger generator and maintain optimal operating conditions.
- e. Implement measures to control noise emissions from the larger generator to comply with noise regulations and minimize disturbance.
- f. Design the renovated shed to provide easy access for maintenance and repairs of the larger generator.
- g. Ensure that the fuel storage and distribution systems can support the increased fuel requirements of the larger generator.
- h. Implement security measures to protect the larger generator from theft, vandalism, and unauthorized access.
- i. Develop and implement emergency response plans in case of generator malfunctions, power outages, or other unforeseen events.
- j. Provide documentation and training for personnel responsible for operating and maintaining the larger generator.

3. TECHNICAL REQUIREMENTS/SPECIFICATIONS

ITEM DESCRIPTION	QTY	UNIT
hauling, demolition works construction materials for concrete and steel works roofing works finishing works (SURVEY OF THE AREA IS A MUST)	1	LOT

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PAGE 5 of 5

4. The renovation shall commence within thirty (7) calendar days from the receipt of Notice to Proceed and Purchase Order.
5. The evaluation of the area shall include, but not limited to:
 - Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.
 - Will be done through End-User acceptance testing along with BOC Inspection Committee.
 - The prospective supplier shall submit photo of the proposed project.
6. Payment for the services/items should be in send bill arrangement and will be processed upon receipt of the billing statement/Sales Invoice/Statement of Account, Delivery Receipt and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and end-user.