



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

BOCSOM-F-PP-002 REV.0 2021

November 17, 2021

REQUEST FOR QUOTATION

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for "**JANITORIAL SERVICE - 5 PAX**" 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	PROCUREMENT OF JANITORIAL SERVICE (5 PAX)
Location	Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-Lapu City 6015
Approved Budget	NINE HUNDRED EIGHTEEN THOUSAND PESOS ONLY (Php 918,000.00)
Specification/Description	See Annex A


The terms and conditions are as follows:

- Interested suppliers are required to submit copies of their 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, Latest Income/Business Tax Return (with stamped received), and duly signed price quotation form (Annex "A").
- Submission may be done, manually or electronically thru victoria.arandillo@customs.gov.ph and francesmargaret.quitco@customs.gov.ph. The approved budget is inclusive of applicable taxes (Final Tax and EWT).
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.

Submission of quotation and eligibility documents is on or before **November 26, 2021, 5:00 p.m.**

The BOC-Sub-port of Mactan reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by BOC-Sub-port of Mactan and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities. For inquiry, you may contact us at tel. no 032-340-4196.

Very truly yours,


FRANCES MARGARET QUITCO
Chief, Administrative Section

MCIA Cargo Access Road, Ibo, Lapu-Lapu City, Cebu

Tel: (032) 340-4196 - Collector's Office

Tel: 09173228874 / (032) 354-7417 - Accounting

Email: Arandillo@customs.gov.ph / p07b.customsph@gmail.com

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Annex "A"

PRICE QUOTATION FORM

(Date)

The Administration Office
Bureau of Customs
Sub-port of Mactan

SIR/MADAM:

After having carefully read and accepted the Terms and Condition/s in the Request for Quotation, hereunder is our quotation for **JANITORIAL SERVICE - 5 PAX**:

QTY	UOM	Item Description	Unit Price	Amount
1	Lot	Janitorial Service Provider (5 Pax) for January 1, 2022- December 31, 2022		
		Airport (Arrival and Departure)/ Collector's Office/ Ground Floor and Offices/ Second Floor and Offices/ Outside including Garden		

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative
(Duly authorized to sign the Bid)

Business Address

Name of Company

Telephone/Fax No/Email Address

MCIA Cargo Access Road, Ibo, Lapu-Lapu City, Cebu

Tel: (032) 340-4196 - Collector's Office

Tel: 09173228874 / (032) 354-7417 - Accounting

Email: Arandillov@customs.gov.ph / p07b.customsph@gmail.com

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TECHNICAL SPECIFICATIONS:

The Service Provider shall supply FIVE (5) PERSONNEL to be deployed at the Bureau of Customs Sub-port of Mactan, Mactan-Cebu International Airport Compound, Lapu-Lapu City.

The janitorial service includes, but shall not be limited to, the following:

1. Cleaning and sanitation within the ingress and egress of said offices, including all floors, inside and outside frontal walls, glass partitions, ceiling, electrical fixtures and light diffusers, toilets and wash room, windows, furniture, fixture, curtains and blinds, counters and other interiors, corridors, stairs and railings, lobbies, posts, sidewalks and pavements, and other areas;
2. Disposal of trash, rubbish and/or garbage and such other services necessary for sanitation;
3. Care, watering and cultivation of indoor and outdoor plants and ornamentals located inside the rooms, halls, and lobbies with the premises of the Bureau of Customs;
4. Hauling and moving of materials such as file boxes, furniture, equipment, and others within and around the premises of the Bureau of Customs;
5. Carpentry, masonry and painting works, maintenance, trouble shooting, repairs, setting up of equipment, when necessary;
6. Provision of necessary equipment for the janitorial service.

The personnel shall render work from 8:00 AM to 12:00 NN and from 1:00 PM to 5:00 PM, during Mondays to Fridays, and 8:00 AM to 12:00 NN on Saturdays, and may be required to render overtime work as may be necessary.