



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Repair and Renovation of Extension Office of Revenue Accounting Division, Bureau of Customs"** 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 Extension Office of Revenue Accounting Division, Bureau of Customs**

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

Approved Budget for the Contract: **Eight Hundred Ninety-Eight Thousand Twenty-Four Pesos and Forty-Three Centavos Centavos (PHP898,024.43) inclusive of tax**

Specifications :

QTY	DESCRIPTION
1 LOT	<p>1. SCOPE OF WORKS</p> <p>A. Mobilization</p> <ul style="list-style-type: none"> a. Preparation of logistics of contractor's equipment; b. Setting up of temporary facilities within the site; and c. Setting up of necessary water and power lines required for the Project. <p>B. Demobilization</p> <ul style="list-style-type: none"> a. Site clean-up; b. Hauling of debris and materials from the project site to the appropriate disposal area; and c. Removal and hauling of tools and equipment from the project site. <p>C. Carpentry Works</p> <p>Supply and installation of 9 mm gypsum board with complete standard metal furring support on all ceilings as shown in the plans and Bill of Quantities (BOQ).</p> <p>D. Floor and Tiling Works</p> <p>Supply and installation of 60cm x 60cm floor and wall tiles as indicated in the plans and BOQ.</p> <p>E. Roofing Works</p>



Replacement of all metal roofing sheets of RAD and COA Extension Office including all gutter and downspouts as indicated in the plans and BOQ.

F. Electrical Works

- a. Supply and installation of all lighting fixtures as shown on the Reflected Ceiling Plan 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 BOQ; and
- c. Supply and installation of wiring cables and roughing-ins as shown in the plans and BOQ.

G. Plumbing Works

Replacement of water closet, wall-hung lavatory, kitchen sink, pipes and fittings with complete accessories as indicated in the plans and BOQ.

H. Painting Works

- a. All surface defects shall be repaired and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials. 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.

I. Doors

Supply and installation of flush door and polyvinyl chloride door with door jamb including its accessories as shown in the plans and BOQ.

J. Others

Siphoning of Septic Tank as indicated in the plans and BOQ.

K. 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.

L. 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 st) Billing	At least 30% of the work has been accomplished
Second (2 nd) Billing	At least 50% of the work has been accomplished
Third (3 rd) Billing	At least 80% of the work has been accomplished
Final Billing	100% accomplished

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 **November 10, 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.**

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. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



Gate 3, South Harbor, Port Area, Manila 1018

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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 Extension Office of Revenue Accounting Division, Bureau of Customs**

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		
A. Mobilization/Demobilization	1.00	lot				
B. Demolition Works	1.00	lot				
Subtotal:						
C. Carpentry Works						
Gypsum board (9mm)	54.00	sht/s				
Metal Furring (3m length)	158.00	lgth				
Carrying Channel (3m length)	55.00	lgth				
Blind Rivet	1,820.00	pcs				
Metal Screw	520.00	pcs				
Wall Angle – 3m Length	32.00	lgth				
Miscellaneous	1.00	lot				
Subtotal:						
D. Floor and Tiling Works						
60cm x 60cm floor tiles (65 sq.m.)	180.00	pcs				
60cm x 60cm wall tiles "full height" (23 sq.m.)	65.00	pcs				



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Portland Cement (88 sq.m.)	30.00	bags				
Tile adhesive (25 kg)	14.00	bags				
Tile grout	12.00	bags				
Sand	2.80	cu.m.				
Common nail 3"	10.00	kgs				
Consumables	1.00	lot				
Subtotal:						
E. Roofing Works						
Pre-painted Metal Roofing Sheet GA 20 (195 sq.m.)	195.00	sqm				
Tek Screw / J-Bolt w/ Washers	1,950.00	pcs				
Pre-painted Metal Gutter (Gauge 24 (0.7mm) x 2.44m)	12.00	l.m				
Blind Rivet	3,120.00	pcs				
Pre-painted flashing 4x4 ft. (17sq.m.)	12.00	sht/s				
Downspout:						
PVC Pipes (89.0 mm D)	5.00	pcs				
Roof Drain w/ Strainer	5.00	pcs				
PVC 87 deg. (6mm bend x 101mm)	10.00	pcs				
PVC Coupling (101mm D)	10.00	pcs				
Solvent	3.00	can				
Miscellaneous	1.00	lot				
Subtotal:						
F. Electrical Works						
Wiring and Wiring Devices						
3.5 mm ² Electric Wire THHN Stranded	2.00	boxes				
1-Gang Switch, 16A, 250V	4.00	pcs				
2-Gang Switch, 16A, 250V	3.00	pcs				
3-Gang Switch, 16A, 250V	2.00	pcs				
LED Square Panel Light 12W(Recessed Type)	48.00	pcs				
Duplex Convenience Outlet Wall Mounted Type	10.00	pcs				
Polarized 3-prongs (ACU Outlet)	3.00	pcs				
UTP Cable Cat6	1.00	lot				
Exhaust Fan 10" Ceiling Mounted w/ Flexible Pipe/ Ducting	3.00	sets				
Data Switch and Data Cabinet	1.00	sets				
Miscellaneous and Consumables						
	1.00	lot				



			Subtotal:				
G. Plumbing Works							
Fixtures:							
Water Closet w/ Bidet	2.00	Sets					
Wall-Hung Lavatory	2.00	Sets					
Pipes and Fittings	1.00	Lot					
Stainless Sink	1.00	Pc					
Consumables	1.00	lot					
			Subtotal:				
H. Painting Works							
Ceiling & drywall partitions (35 sq.m):							
Flat Latex	14.00	gals.					
Semi-Gloss Latex (double coat)	28.00	gals.					
Skim coat (25 kg)	20.00	bags					
Paint Thinner	17.00	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		lot					
			Subtotal:				
I. Doors							
Supply and Installation of Flush Door with Jamb	2.00	Sets					
Supply and Installation of PVC Door	2.00	Sets					
Door Accessories and Consumables	1.00	lot					
			Subtotal:				
J. Others							
Siphoning	1.00	lot					
			Subtotal:				
			Total:				



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 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	

