



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 of Existing Automatic Transfer Switch including Trip Test & Retrofitting of Controls at CRIC Building"** 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 of Existing Automatic Transfer Switch including Trip Test & Retrofitting of Controls at CRIC Building"**  
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**  
 Approved Budget for the Contract: **Three Hundred Twenty-Eight Thousand Six Hundred Fifty pesos (PHP328,650.00) inclusive of tax**

Specifications :

QTY.	DESCRIPTION
<p><b>1</b> <b>LOT</b></p>	<p><b>A. GENERAL CONDITIONS</b></p> <p>Complete all works for the project <b>"REPAIR OF EXISTING AUTOMATIC TRANSFER SWITCH INCLUDING TRIP TEST &amp; RETROFITTING OF CONTROLS AT CRIC BUILDING"</b> including supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.</p> <p>The contractor is not limited to the scope of works listed. He should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal, and relocation he shall include such and all concomitant works to finish as part of the scope of work.</p> <p>Any discrepancies errors or omissions found between the drawings and specifications and the site conditions should be clarified with the Architect/Engineer of the BOC.</p> <p>Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.</p> <p><b>B. SCOPE OF WORKS</b></p>



#### A. Electrical Works

- a. Mobilization/Demobilization;
- b. Walk around inspection;
- c. Gather data and information;
- d. Select to Automatic Transfer Switch (ATS) and Generator Set to manual mode for safety;
- e. Dismantle of existing automatic shunt trip of Air Circuit Breaker (ACB);
- f. Installation of new automatic shunt trip to ACB;
- g. Fixing of ACB ready for trip test;
- h. Trip test of ACB Merlin Gerin and adjustment of trip settings when needed;
- i. Testing and Commissioning of new installed automatic shunt trip;
- j. Testing using auto mode generator and ATS;
- k. Provision of Certificate of completion once the project is completed. Certificate shall be used for the requirements of Department of Environment and Natural Resources and Bureau of Fire Protection;
- l. Submission of service report and delivery receipt.

#### C. SPECIFICATIONS

All drawings, whether small scale or detailed drawings, are intended to work in unison with the specifications and to form part thereof. They are to be followed in preference to measurement by scale. Anything shown in the drawings but not mentioned in the specifications (or vice-versa) or anything not expressly set forth in either (but which is reasonably implied) shall be furnished and installed.

##### 1. Electrical Works

- a. Quality Assurance - All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall further be governed by other requirements, impose on other sections of these specifications. Materials shall be subject to test necessary their fitness if so requires.
- b. Alternate Materials - use of any material, not specified in these specifications may be allowed provided such alternate has been approved agency in accordance with generally accepted standards.
- c. Identification of Materials - Each length of pipe, fitting, box, fixture, and device used in the electrical system shall have cast, stamped, or indelibly marked on it the manufacturer's trademark



or name, the weight, type and classes or product when so required by the standards mentioned above.

d. Wires and Cables

- i. All wires shall be copper, soft-drawn and annealed, shall be of 99% conductivity, shall be smooth and true and of the cylindrical form and shall be within +/-1% variation of the actual size called for.
- ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type THHN/THWN unless otherwise noted.
- iii. All wires and cables shall be color coded, color-coding of wires are as follows:
  - (a) Line 1 – red
  - (b) Line 2 – yellow
  - (c) Line 3 – blue
- iv. Minimum size of branch circuit wire shall be 3.5 mm<sup>2</sup> THW or THWN for power and lighting system with 2.0mm<sup>2</sup> THW minimum ground wire.
- v. Wires 2.5 mm<sup>2</sup> and smaller shall be solid or stranded and 3.5 mm<sup>2</sup> and bigger shall be stranded.

e. Code and Standards

The automatic transfer switch and accessories shall conform to the requirements of:

- a. UL 1008 - Standard for Automatic Transfer Switches;
- b. PD1096 (PEC) – Philippine Electrical Code;
- c. International Standards Organization ISO 9001:2000; and
- d. NEMA Standard ICS2-447 – AC Automatic Transfer Switches.

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) 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 7) 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 07, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

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



Annex "A"

## PRICE QUOTATION FORM

Date:

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

Project Name: **Repair of Existing Automatic Transfer Switch including Trip Test & Retrofitting of Controls at CRIC Building**

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> Mobilization/Demobilization	1.00	lot				
<b>B. Electrical Works</b>						
• Automatic Shunt trip MX-A	6.00	pcs				
• Trip Testing of Merlin gerin ACB using test equipment for trip testing	2.00	units				
• ATS Control new wiring all set controls Automatic/Manual mode	1.00	set				
• Labor Expertise & Engineering Supervision	1.00	lot				
• <b>Miscellaneous</b>	1.00	lot				
<b>Subtotal:</b>						
<b>Total:</b>						



Gate 3, South Harbor, Port Area, Manila 1018

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**Work Duration: 14 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)

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

