



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Renovation of Central Mail Exchange Center (CMEC) Office, Port of NAIA"** 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: **Renovation of Central Mail Exchange Center (CMEC) Office, Port of NAIA**
 Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
 Approved Budget for the Contract: **Eight Hundred Thirty Thousand Five Hundred Fifty-Seven pesos and Sixty Centavos (PHP830,557.60) inclusive of tax**
 Specifications :

QTY.	DESCRIPTION
1 LOT	<p>A. GENERAL CONDITIONS</p> <p>Complete all works for the project "Renovation of Central Mail Exchange Center (CMEC) Office, Port of NAIA" 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. They 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 found between the drawings and specifications and the site conditions or any errors or omissions in the drawings or specifications should be clarified with Architect/Consultant/Engineer.</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</p>



necessary works, materials, or items needed to satisfy the general scope of works.

B. SCOPE OF WORKS

1. Mobilization

- 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.

2. Demobilization

- 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.

3. Carpentry Works

- a. Fabrication of built-in tables, desks, cabinets, and counters as indicated in the plans and Bill of Quantities (BOQ); and
- b. Supply and installation of 12mm gypsum board with complete standard supports on all interior walls/partitions as shown in the plans and BOQ.

4. Hardware Works

- a. Supply and installation of all flush hollow core wooden doors with corresponding door jambs as indicated in the plans and BOQ;
- b. Supply and installation of accordion type door with necessary accessories as indicated in the plans and BOQ;
- c. Supply and installation of glass sliding windows as indicated in the plans and BOQ; and
- d. Supply and installation of glass transom window as indicated in the plans and BOQ.

5. Electrical Works



- a. Supply and installation 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 BOQ;
- c. Supply and installation of wiring cables and roughing-ins as per plans and BOQ;
- d. Supply and installation of LAN cables and accessories for the office's network connection and data cabinets as per plans and BOQ; and
- e. Supply and installation of panel board with circuit breakers as shown in the plans and BOQ.

6. Plumbing Works

- a. Supply and installation of replacement plumbing fixtures as shown in the plans and BOQ;
- b. Supply and installation of other bathroom fixtures, accessories, and pipe fittings as needed in relation to the plumbing works in the plans; and
- c. Verification of tapping points of sanitary and water supply lines.

7. 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;
- c. Painting of furniture, walls, and ceiling as shown in the plans and BOQ; and
- d. 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.

8. 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 actual physical accomplishment of construction work and a progress chart based on actual value of accomplished construction work, among others.

9. 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

C. SPECIFICATIONS

All drawings, whether small scale or detailed drawings, are intended to work in unison with the specifications and to form part thereof, where figures are given, 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 expressively set forth in either (but which is reasonably implied) shall be furnished and installed.

1. Carpentry Works

The scope of work under this section consists of furnishing of all materials, labor, tools, equipment, and performance of all operations relative to the fabrication and delivery to the site.



a. Furniture Works;

The wooden furniture that are included shall be the office tables specified on the floor plan. These shall be fabricated using ¾" plyboard complete with accessories such as laminates to be used as coating for office tables.

b. Ceiling Works;

Ceiling works shall utilize fiber cement boards with complete standard metal furring supports other accessories.

c. Dry walls;

Dry walls shall utilize fiber cement boards with complete standard metal studs supports.

2. Hardware Works

The scope of work under this section consists of furnishing of all materials, labor, tools, equipment, and delivery to the site.

a. Doors;

The doors included under this scope of works must conform to the plans and BOQ, namely, flush hollow core wood doors and accordion type doors. Also included are the accessories necessary for the installation and proper performance of these fixtures.

b. Windows;

The windows included under this scope of works must conform to the plans and BOQ, namely, glass sliding window and glass transaction windows. Also included are the accessories necessary for the installation and proper performance of these fixtures.

3. Painting Works

Application of Plastered Paint Finish on all interior and exterior walls/partitions, ceiling and concrete surfaces within the scope of the interior and exterior renovation works unless otherwise indicated in the plans and specifications.

a. Concrete surfaces;

Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.

b. Drywalls;

Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.

c. Wooden and metal surfaces;

Enamel paint shall be used, and preparation and application must be according to the manufacturer's instructions.



- d. All paint materials shall meet the requirements of the specifications set by GSD and shall be delivered on the job in the original container, with labels intact and seal unbroken
- e. Tinting colors for all paints shall be colors in oil, ground and pure in linseed oil, and of the highest grade obtainable;
- f. Color pigments shall be used to produce the exact shades of paint, which shall conform to the approved color scheme of the building; and
- g. Hudson Polyurethane floor varnish and subsequent sealer shall be used for the existing tiles involved.

4. Plumbing Works

- a. All works must comply with the requirements and provisions of the National Plumbing Code of the Philippines;
- b. All fixtures shall be separately trapped. The traps shall be placed as near as possible to the fixtures;
- c. No fixtures shall be double trapped.

5. 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 be further governed by other requirements, as imposed on other sections of these specifications. Materials shall be necessarily subject to testing;
- b. Alternate Materials - Use of any material, not specified in these specifications, may be allowed provided such alternate has been approved by the 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 the weight, type and classes or product cast, stamped or indelibly marked on it the manufacturer's trademark or name, when as 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;



	<ul style="list-style-type: none"> iii. All wires and cables shall be color-coded, color-coding of wires is as follows: <ul style="list-style-type: none"> (a) Line 1 – red; (b) Line 2 – yellow; (c) Line 3 – blue; iv. Minimum size of branch circuit wire shall be 3.5 mm² THW or THWN for power and lighting system with 2.0mm² THW minimum ground wire; and v. Wires 2.5 mm² and smaller shall be solid or stranded and 3.5 mm² and bigger shall be stranded. <p>e. Switches;</p> <ul style="list-style-type: none"> i. Switches shall be flush mounted and rated at 15 Amps, 250 volts, one-way, and three-way as required; and ii. Switches shall be quiet type, spring-loaded and the cover plates shall be subject to the approval of the Architect and the Engineer. <p>f. Receptacles;</p> <ul style="list-style-type: none"> i. Receptacles shall be duplex, flush mounted and rated at 10 Amps., 250 volts, parallel or tandem slots with grounding slots as required. All 110 volts receptacle outlets shall be rated 15 Amps, 120 volts. 220 volts receptacle outlets shall be distinct from the 110 volts receptacle outlets in terms of configurations and shall be provided with markings; ii. Cover plates shall be subject to the approval of the Architect and the Engineer. Stainless steel cover plate shall be required on all wet or damped area; and iii. All receptacle outlets with GFCI shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.
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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



Annex "A"

PRICE QUOTATION FORM

Date:

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

Project Name: **Renovation of Central Mail Exchange Center (CMEC) Office, Port of NAIA**

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. Carpentry Works						
Furniture Works						
3/4" Plyboard	26.00	shts				
Laminate	9.00	shts				
Rugby	4.00	gals				
Stickwell	11.00	gals				
Black Screw	1.00	lot				
Cabinet Accessories	1.00	lot				
Interior Walls/Partitions						
4'x8'x12mm thk Gypsum Board	27.00	pcs				
2"x3"x3m Ga24 Metal Track	13.00	pcs				
2"x3"x3m Ga24 Metal Studs	94.00	pcs				
Consumables	1.00	lot				
Subtotal:						

C. Hardware Works						
Doors						
Flush Hollow Core Wood Door w/ Door Jamb	15.120	sqm				



PVC Door w/ Door Jamb Accordion Type Door	2.00 10.010	sets sqm				
Windows						
Glass Sliding Window	6.825	sqm				
Glass Transaction Window	5.175	sqm				
Consumables	1.00	lot				
Subtotal:						
D. Electrical Works						
Conduits, Boxes and Fittings						
15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	75.00	pcs				
15mmØ 90° PVC Elbow (Long bend)	35.00	pcs				
15mmØ PVC Adapter w/ Locknut and Bushing	4.00	sets				
50mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	3.00	pcs				
50mmØ 90° PVC Elbow (Long bend)	2.00	pc				
50mmØ PVC Adapter w/ Locknut and Bushing	2.00	sets				
Junction Box w/ Cover (PVC)	68.00	pcs				
Utility Box (PVC)	40.00	pcs				
50mmØ Service Entrance Cap	1.00	pcs				
Wiring and Wiring Devices						
3.5 mm ² Electric Wire THHN Stranded	5.00	boxes				
5.5 mm ² Electric Wire THHN Stranded	2.00	boxes				
50 mm ² Electric Wire THHN Stranded	30.00	l.m				
1-Gang Switch, 16A, 250V	3.00	pcs				
2-Gang Switch, 16A, 250V	4.00	pcs				
3-Gang Switch, 16A, 250V	1.00	pc				
LED Round Panel Light 15W (Recessed Type)	68.00	pcs				
Duplex Convenience Outlet, 20A, 250V	27.00	pcs				
Weatherproof Convenience Outlet, 20A, 250V	2.00	pcs				
Polarized 3-prongs (ACU Outlet)	7.00	pcs				
UTP Cable Cat6	1.00	lot				
1-Gang LAN Cat6 Outlet	16.00	pcs				
2-Gang LAN Cat6 Outlet	2.00	pcs				
Server Rack Cabinet	1.00	set				
Data Switch	1.00	set				
Panelboard						
Lighting and Power Panelboard (Bolt-on)	1.00	set				
Top Main: 150AT/150AF,230V,2P						



Branches: 18 12 x 20AT, 2P, 230V 6 x 30AT, 2P, 230V						
Testings and Commissionings	1.00	lot				
Miscellaneous and Consumables	1.00	lot				
Subtotal:						
E. Plumbing Works						
Fixtures						
Water Closet with Bidet	2.00	sets				
Lavatory including Fittings	2.00	sets				
Mirror	2.00	sets				
Other Bathroom Fixtures, Accessories, and Pipe Fittings	1.00	lot				
Consumables	1.00	lot				
Subtotal:						
F. Painting Works						
Flat Latex	25.00	gals				
Semi-Gloss Latex	25.00	gals				
Flat Wall Enamel	22.00	gals				
Laquer Primer	25.00	gals				
Paint Thinner	25.00	gals				
Paint Brush	1.00	lot				
Paint Roller	1.00	lot				
Consumables	1.00	lot				
Subtotal:						
Total:						

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. _____

Direct Cost	
Material Cost	
Labor Cost	
Mobilization	
Total Direct Cost	_____
Indirect Cost	
OCM (15% of DC)	
Contractors Profit (10% of DC)	
Total Indirect Cost	
Tax (5% of DC + IC)	_____
TOTAL PROJECT COST	



PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)



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