



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 the Comfort Room and Pantry Area of Public Information & Assistance Division (PIAD) Office”** 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 the Comfort Room and Pantry Area of Public Information & Assistance Division (PIAD) Office**

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

Approved Budget for the Contract: **Two Hundred Eight Thousand Four Hundred Fifty-Seven Pesos and Ninety-Eight Centavos (PHP208,457.98) inclusive of tax**

Specifications :

QTY	DESCRIPTION
<p>1 LOT</p>	<p>1. SCOPE OF WORKS</p> <p>1. 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>2. 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>3. Carpentry Works</p> <ul style="list-style-type: none"> a. Supply and installation of 9mm gypsum board with complete standard metal furring support on all ceilings as shown in the plans and Bill of Quantities (BOQ); and b. Fabrication of built-in cabinets as indicated in the plans and BOQ. <p>4. 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>



5. 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.

6. 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.

7. Doors and Windows

- a. Supply and installation of sliding glass door and polyvinyl chloride door with door jamb as shown in the plans and BOQ including its accessories such as door-knobs lever type heavy duty and hinges; and
- b. Supply and installation of sliding aluminum glass windows as shown in the plans and BOQ.

8. Plumbing Works

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

9. 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.

10. 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 duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 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 **January 23, 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: **Repair and Renovation of the Comfort Room and Pantry Area of Public Information & Assistance Division (PIAD) Office**

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)	4.00	sht/s				
Metal Furring (3m length)	12.00	lgth				
Carrying Channel (3m length)	4.00	lgth				
Blind Rivet	147.00	pcs				
Metal Screw	42.00	pcs				
Wall Angle – 3m Length	3.00	lgth				
Built-in Cabinets:						
	1.00	Lot				
Miscellaneous	1.00	Lot				
Subtotal:						
D. Floor and Tiling Works						
60cm x 60cm floor tiles	30.00	pcs				
60cm x 60cm wall tiles "full height"	45.00	pcs				
Portland Cement	11.00	bags				
Tile adhesive (25 kg)	4.00	bags				
Tile grout	4.00	bags				
Sand	0.90	cu.m.				
Consumables	1.00	lot				
Subtotal:						



E. Electrical Works						
Conduits, Boxes and Fittings						
15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	7.00	pcs				
15mmØ 90° PVC Elbow (Long bend)	3.00	pcs				
15mmØ PVC Adapter w/ Locknut and Bushing	4.00	sets				
Junction Box w/ Cover (PVC)	14.00	pcs				
Utility Box (PVC)	8.00	pcs				
Square Box (PVC)	1.00	pcs				
Wiring and Wiring Devices						
3.5 mm ² Electric Wire THHN Stranded	80.00	l.m.				
3.5 mm ² Electric Wire THHN Stranded	60.00	l.m.				
2-Gang Switch, 16A, 250V	2.00	pcs				
3-Gang Switch, 16A, 250V	1.00	pcs				
LED Round Panel Light 6W (Recessed Type)	11.00	pcs				
LED Round Panel Light 3W (Surface Type)	3.00	pcs				
Duplex Convenience Outlet 16A, 250V.	3.00	pcs				
Weather Proof Duplex Convenience Outlet 16A, 250V.	2.00	pcs				
Electric Range Outlet 30A, 250V.	1.00	pcs				
Exhaust Fan 10" Ceiling Mounted w/ Flexible pipe/Ducting	2.00	pcs				
Miscellaneous and Consumables	1.00	lot				
Subtotal:						
F. Painting Works						
Ceiling & drywall partitions (35 sq.m):						
Flat Latex	3.00	gals.				
Semi-Gloss Latex (double coat)	3.00	gals.				
Skim coat (25 kg)	1.00	bag				
Paint Thinner	2.00	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	1.00	lot				
Subtotal:						
G. Doors and Windows						
Supply and Installation of sliding glass door	1.00	set				



Supply and Installation of PVC flush door	1.00	set				
Supply and Installation of Sliding Aluminum Window	1.44	sq.m				
Door Accessories and Consumables	1.00	lot				
Subtotal:						
H. Plumbing Works						
Fixtures:						
Water Closet with Bidet lavatory	1.00	set				
Urinal	1.00	set				
Pipes and fittings	1.00	lot				
Stainless sink	1.00	lot				
Consumables	1.00	lot				
Subtotal:						
Total:						

Work Duration: 30 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	



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | www.customs.gov.ph | boc.cares@customs.gov.ph