



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the ***Rent of Warehouse Space***, 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 : **RENT OF WAREHOUSE SPACE FOR THE PORT OF ILOILO DISTRICT OFFICE**

Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City

Approved Budget for the Contract: Seventy-eight thousand seven hundred fifty-two pesos only (Php78,752.00) inclusive of tax

Contract Period : November 2021 to December 2021

Specifications:

I. Location

The location of the warehouse to be leased must be located near the pier area and the Port of Iloilo District Office

II. Space Requirements

The total space requirement is **150 to 200 square meters**

III. Parking Requirements

The Lessor shall provide for the free parking slots for the use of the Office vehicles, employees, clients and visitors of BOC

IV. Building Equipment and Facilities

Office building shall be made of reinforced concrete, structural steel or combination of both. It must have the following facilities/amenities:

- A. Main meter and/or sub-meter for electrical and water supply exclusively for the use of the lessee.
- B. Sufficient electrical fixtures, lighting fixtures and convenience outlets. Also, there should be a provision for electrical system for air-conditioning units and other office equipment to be installed.
- C. Fire/emergency exits; Fire alarm detection system
- D. Electrical facilities Requirements include:
 - D.1. All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition.
 - D.2. All electrical components within the building shall meet the electrical load requirements provided for by BOC.
- E. Provision for a rest rooms with lavatory, mirror, exhaust fan, one (1) for male and another for female.

V. Term of Lease

The basic term of lease shall be for a period of two (2) months, covering the months of November 2021 to December 2021.

VI. Documentary Requirements

- A. License/Permits: Business Permit, Occupancy Permit, Fire, Electrical, Mechanical and Sanitary.
- B. Floor Plan, Electrical Plan (as Built), Sanitary Plan (as Built)
- C. SEC/DTI Registration
- D. BIR Registration



VII. Other Provision that shall be Included in the Contract

- A. Lessor to undertake repairs and maintenance of the premises, civil, electrical, sanitary and mechanical equipment/systems and other natural man-made calamities.
- B. Lessor to provide janitorial services for common areas.
- C. Lessor to provide pest and rodent control services.
- D. Lessor to provide security guards for building and building parking area.

*Note: *Specified quantities are indicative numbers and for quotation purposes only.*

Interested suppliers are required to submit their valid and current Mayor's Permit, BIR Certificate of Registration, PHILGEPS Registration Certificate, and duly signed Price Quotation Form (Annex "A") and Schedule of Requirements.

Submission of quotation and eligibility documents is on or before **December 17, 2021, 5:00 p.m.**, at Administrative Division, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

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.

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. (033) 335-0998/337-5830 or email us at portofiloilo@yahoo.com.ph or siraj@customs.gov.ph.

Very truly yours,

For the Acting Chief, Administrative Division


JOCELYN H. DOFITAS