



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
*Collection District VII*  
Sub-port of Mactan



**REQUEST FOR QUOTATION**

**January 10, 2018**

Date

The Bureau of Customs Sub-Port of Mactan, through its Bids and Awards Committee, hereby invites all interested suppliers and distributors, to quote their price on the item/s listed below, subject to the terms and conditions specified herein, and submit the quotation duly signed by their authorized representatives not later than **18 JANUARY 2018 (Thursday)**.

Name of Project	<b>PREVENTIVE MAINTENANCE OF AIRCONDITIONERS</b>
Location	<b>Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015</b>
Approved Budget	<b>89,600.00</b>
Mode of Procurement	<b>SMALL VALUE PROCUREMENT</b>

The terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. All items must be delivered at the Bureau of Customs Sub-port of Mactan. Please indicate delivery charge, if any.
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. The term of payment is through check payment, subject to withholding tax (BIR Form 2306 & 2307).

For any clarification, please contact **Ms. VICTORIA C. ARANDILLO**, Customs Operations Officer I/Acting Accountant at (032) 505-8995.

Thank you very much.

**MS. VICTORIA C. ARANDILLO**

Customs Operations Officer 1/Acting Accountant

**THE CHAIRPERSON**

Bids and Awards Committee

**Administrative Division**

Bureau of Customs

Sub-port of Mactan

Lapu-lapu City

Sir / Madam:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

	<b>Quantity</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
1	2	Unit	Carrier FP-5, 2HP, Split Type		
2	2	Unit	Carrier FP-5, 1HP, Split Type		
3	1	Unit	Hitachi Floor Mounted Aircon, Inverter Single Phase (Indoor/Outdoor)		
4	3	Unit	Hitachi RAS/RAC-10RC, 1HP, Split Type		
5	5	Unit	Hitachi RAS/RAC-10RC, 2HP, Split Type		
6	1	Unit	Koppel 2HP, Split Type (MEZ Export)		
7	2	Unit	Koppel 2HP, Window Type (MEZ Export)		
8	1	Unit	Panasonic 1.5HP, Window Type (JPCO, subport)		
9	2	Unit	Kolin 1 HP, Inverter, Window Type		
10	1	Unit	LG Window Type		
11	1	Unit	National Window Type (Conference)		
12	3	Unit	Panasonic 2HP, Window Type(JPCO_Mez)		
13	1	Unit	Sanyo Window Type		
<b>GRAND TOTAL</b>					

Very truly yours,

\_\_\_\_\_  
Name and Signature\_\_\_\_\_  
Position

Name of Business Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Contract No: \_\_\_\_\_

- **Please fax to (032) 340-4196 or email to [Arandillov@customs.gov.ph](mailto:Arandillov@customs.gov.ph)**
- **Please include Mayor's Business Permit and PHILGEPS Certificate**



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ABSTRACT OF CANVASS/QUOTATION FORM  
FOR OFFICE AIRCONDITIONING UNITS REPAIR AND MAINTENANCE

DESCRIPTIONS:

QTY	DESCRIPTION	SERIAL NUMBER	ASSET NUMBER	OFFICE/ SECTION	DATE ACQUIRED	COST per QTR (Repair & Maintenance)	TOTAL COST
1	Hitachi RAS/RAC-10RC, 1HP/remote Control		OCOM-2015-15700	Supply / HR	8/20/2010		
1	Hitachi RAS/RAC-10RC, 1HP/remote Control		OCOM-2015-14390	Export	8/20/2010		
1	Hitachi RAS/RAC-10RC, 2HP/remote Control		OCOM-2015-14503	Disbursing	8/20/2010		
1	Hitachi RAS/RAC-10RC, 2HP/remote Control		OCOM-2015-14573	MISTG	8/20/2010		
1	Carrier FP-5. LUC009, 1HP/remote Control	OCOM-2015-10354	MCTN-12-0030122	Collector's	12/28/2010		
1	Carrier FP-5, LUC009, 1HP/remote Control		OCOM-2015-14553	POD/DepCO	12/28/2010		
1	Carrier FP-5, LUC009, 2HP/remote Control	OCOM-2015-14336	MCTN-12-0030115	Conference	12/28/2010		
1	Carrier FP-5, LUC018, 2HP/remote Control		OCOM-2015-14535	AOS/POS(POD )	12/28/2010		
1	Hitachi RAS/RAC-10RC, 2HP/remote Control (Split Type)		OCOM-2015-1518	CIIS	9/26/2011		
1	Hitachi RAS/RAC-10RC, 1HP/remote Control		MCTN-12-	ESS	8/26/2011		

	(Split Type)		0028874				
1	Hitachi RAS/RAC-10RC, 2HP/remote Control (Split Type)	BOC-2015-3715	MCTN-12-0028871	Computer Island	7/21/2011		
1	Hitachi RAS/RAC-10RC, 2HP/remote Control (Split Type)	BOC-2015-3769	MCTN-12-0028872	Computer Island	7/21/2011		
1	Hitachi Floor Mounted Aircon, Inverter Single Phase (Indoor & Outdoor) Model RPS-140AN/RAC-140SQB-B	1700383 Indoor / 1700214 Outdoor	MCTN-17-0001	Assessment	4/21/2017		
1	Kolin Window Type Aircon 1 HP Inverter	25541	MCTN-17-0002	EPU	4/21/2017		
1	Kolin Window Type Aircon 1 HP Inverter	25787	MCTN-17-0003	OIC, AOS/POS	4/21/2017		
1	LG Window Type Aircon			OIC, AOS/POS			
1	National Window Type	OCOM-2015-14337		Conference			
1	Sanyo Window Type			Cashier			
1	Kolin Window Type			MEZ			

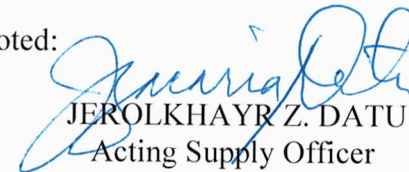
#### SCOPE OF WORKS:

- A. General check-up of unit once every month or when so requested to include the following check-up points:
- Check system for leaks
  - Check field wiring
  - Check unit for electrical service line, expansion valve, thermostat control switches
  - Check operating pressure
- B. General cleaning of unit once every 3 months to include the following:
- Condenser and evaporator coil
  - Air-handling blowers and condensing unit
  - Inner and outer casing/enclosure to remove stains
  - Lubricate all moving parts
  - Adjust electrical control such as relays, switches
  - Clean air filters
  - Keep the equipment clean at all time
- C. Assignment of at least two servicemen/technician who shall response to units that are improperly functioning and maybe give advice as to troubleshooting.

- D. Regular maintenance report in every completed job shall be submitted to mechanical services for inspection approval and acceptance.
- E. Replacement of parts is owner's account. Labor is free for every replacement of parts.
- F. All services that will be performed during regular working hours and any overtime work at customer's request, without charge.
- G. For any major repairs and overhauling, the customer shall pay the materials involved.
  - Rewinding of motors
  - Repair of panel of air handling units
  - Repair of evaporative condensers
  - Blowers
  - Replacement of electrical switches and rewiring in case of ground or short circuits
  - Replacement of compressors
- And other major repairs

We hereby canvass for the above-mentioned articles indicating your lower canvass price prior for awarding of the winning canvass price in purchasing said articles in accordance with usual accounting and auditing rules and regulations of the Bureau.

Noted:

  
JEROLKHAYR Z. DATU  
Acting Supply Officer

Received by:

Canvass: \_\_\_\_\_

Date: \_\_\_\_\_

Fax/Tel: \_\_\_\_\_