



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for Preventive Maintenance and Repair of Generator Sets, 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 : Preventive Maintenance and Repair of Generator Sets  
Location : General Services Division  
Approved Budget for the Contract: Php. 500,000.00  
Contract Duration: May 2015 to December 31, 2015

Specifications :

QTY.	DESCRIPTION
	<b>Specifications:</b> <ul style="list-style-type: none"><li>➤ Inspection of all Generator Sets</li><li>➤ Diagnostics/ Service report</li><li>➤ Preventive Maintenance to include the ff. scope of work:<ul style="list-style-type: none"><li>• Change oil, fuel filter and oil filter</li><li>• Run test of the Gensets every twice a month</li></ul></li></ul>
1	1 MVA (1000 KVA PERKINS) <b>Location:</b> OCOM
1	165 KVA CUMMINS <b>Location:</b> ICT
1	75 KVA PERKINS <b>Location :</b> Beside ICT Building
1	50 KVA PERKINS <b>Location:</b> Beside ICT Building
1	132 KVA PERKINS <b>Location:</b> POM
1	50 KVA PERKINS <b>Location:</b> POM
1	75 KVA CUMMINS <b>Location:</b> POM
1	850 KVA PERKINS <b>Location:</b> MICP
1	75 KVA CUMMINS <b>Location:</b> MICP
1	500 KVA PERKINS <b>Location:</b> NAIA
1	250 KVA PERKINS <b>Location:</b> NAIA
1	75 KVA CUMMINS <b>Location:</b> NAIA
1	165 KVA (Magna plus) <b>Location:</b> ICT
1	169 KVA CUMMINS <b>Location:</b> ICT
14	units

Interested suppliers are required to submit their valid and current Mayor's/Business Permit, PHILGEPS Registration Certificate and DTI/ SEC Registration, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before April 16, 2015, 10:00 am, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

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 initialled 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. 527-9757 or email us at bocbacsecretariat2014@gmail.com

Very truly yours,

  
**DIMPNA O. LEJOS**  
OIC-Director, Administration Office

Annex "A"

### PRICE QUOTATION FORM

Date \_\_\_\_\_

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

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:

Quantity	Description	Unit Price	Total Price
	<b>Specifications:</b> <ul style="list-style-type: none"><li>➤ Inspection of all Generator Sets</li><li>➤ Diagnostics/ Service report</li><li>➤ Preventive Maintenance to include the ff. scope of work:<ul style="list-style-type: none"><li>• Change oil, fuel filter and oil filter</li><li>• Run test of the Gensets every twice a month</li></ul></li></ul>		
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1	165 KVA (Magna plus) <b>Location: ICT</b>		
1	169 KVA CUMMINS <b>Location: ICT</b>		
14 units			

Delivery Term: One (1) month from the date of receipt of Notice to Proceed

Total amount in words: \_\_\_\_\_ P \_\_\_\_\_

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)