



March 29, 2023

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through the Port of Manila, will undertake a Shopping for the **General Cleaning and Check Up of Airconditioning Unit** 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: **General Cleaning and Check Up of Airconditioning Unit**  
 Location: **POM, Bureau of Customs, South Harbor, Port Area, Manila / Cavite Customs Office, Rosario, Cavite**  
 Approved Budget for the Contract: **ONE HUNDRED SEVENTY-EIGHT THOUSAND NINE HUNDRED PESOS ONLY (P 178,900.00), inclusive of tax**

Specifications:

UNIT	DESCRIPTION	QUANTITY
	<b>Aircon General Cleaning and Check Up</b> <ul style="list-style-type: none"> <li>- General cleaning and checkup of A/C units (FCU, ACCU) Filters, Coils Blowers, Inspection, check all Thermostat &amp; Electrical Control, Drain Pan / Pipes, Test system for leaks, inspection adjustment of belts.</li> <li>- The Supplier shall perform aircon cleaning activities according with the following schedule: April, 2023</li> </ul>	
Unit	ACCU VRF SYSTEM V6 SERIES 32HP (POM Building)	1
Unit	ACCU VRF SYSTEM V6 SERIES 30HP (POM Building)	1
Unit	ACCU VRF SYSTEM V6 SERIES 22HP (POM Building)	1
Unit	ACCU VRF SYSTEM V6 SERIES 16HP (POM Building)	1
Unit	CEILING CASSETTE 4HP (POM Building)	8
Unit	CEILING MOUNTED 5HP (POM Building)	11



Unit	Split Type 2HP, 1HP (POM Building)	19
Unit	Split Type 1.5HP (ODC, ODCOPE, ODCASS)	3
Unit	Split Type 2.0HP (ODC Staff, ODCASS Staff)	2
Unit	Split Type 1.0HP (FED Chief)	1
Unit	CEILING CASSETTE 4HP (CCC)	4
Unit	Split Type 2.0HP (CCC)	4
Unit	FLOOR MOUNTED 5TR (BOC Gym)	14
Unit	Cabinet Type 3Tr (Collection Division)	1
Unit	Split Type 1.5HP (Rosario, Cavite)	4

Delivery Term: Fifteen (10) calendar days from signing of Purchase Order/Contract

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI / SEC Registration (For partnerships / corporations, General Information Sheet & Articles of Incorporation shall also be submitted) and PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), Omnibus Sworn Statement, Latest Income / Business Tax return and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **April 5, 2023 (10:00 AM)**, manually / electronically at the Supply Unit, Administrative Division, Ground Floor POM Prefabricated Building, Port Area Manila.

Award of contract shall be awarded 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.



# BUREAU OF CUSTOMS

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For inquiry, you may contact us at 09178629765 or email us at [tuazona@customs.gov.ph](mailto:tuazona@customs.gov.ph).

Very truly yours,

  
**ATTY. MA. LIZA T. SEBASTIAN**  
Chairperson  
Bids and Awards Committee  
Port of Manila

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(Annex "A")

## PRICE QUOTATION FORM

Date:

BUREAU OF CUSTOMS  
Port of Manila

Sir/Madame:

After having carefully read and accept the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item	Quantity	Unit Price	Total Price

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