



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



**REQUEST FOR QUOTATION**

\_\_\_\_\_ **Date**

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **General Cleaning and Maintenance of Air Conditioner ftp September 1, 2019 – August 31, 2020** at the SUB-PORT OF MACTAN, 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	<b>General Cleaning and Maintenance of Air Conditioner ftp September 1, 2019 – August 31, 2020</b>
Location	<b>Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015</b>
Approved Budget	<b>59,400.00</b>
Mode of Procurement	<b>SMALL VALUE PROCUREMENT</b>

**SCOPE OF WORKS:**

1. GENERAL COMPREHENSIVE MAINTENANCE includes the following:

- A. Fan Coil and Condensing Unit:
  - a. Clean air filters and face covers. Check and observe for abnormal noise and vibrations.
  - b. Clean evaporator fins, blower wheels, condenser fins, blower fans
  - c. Oil or grease fan motor, bearings and check v-belts for tension and wear including valves.
  
- B. General cleaning of unit once every 3 months to include the following:
  - a. Condenser and evaporator coil, piping insulations, brackets, hangers and supports.
  - b. Air-handling blowers and condensing unit
  - c. Inner and outer casing/enclosure to remove stains
  - d. Lubricate all moving parts
  - e. Adjust electrical control such as relays, switches
  - f. Clean air filters
  - g. 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 or administrative office 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. Canvass from another suppliers for materials to use is allowed.

Delivery Term: **Bids are accepted until September 05, 2019, 5:00 PM**

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 and final taxes (BIR Form 2306 & 2307).**
9. 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 any clarification, please contact **MS. VICTORIA C. ARANDILLO**, Customs Operations Officer I and Concurrent Acting Accountant at (032) 354-7417, (032) 340-4197, Fax (032)340-4196.

Thank you very much.

Very truly yours,

FRANCES MARGARET QUITCO (signed)  
Chief, Administrative Section



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



Annex "A"

**PRICE QUOTATION FORM**  
**(2019-005MTN)**

\_\_\_\_\_  
 (Date)

The Administration Office  
 Bureau of Customs  
 Sub-port of Mactan

SIR/MADAM:

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: 15SR-1902969		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN:RA-15SR-1902970		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1902971		
	EPU/MISTG	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1702024		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1702037		
	MEZ	Aircondition Unit - Hitachi Window Type 1.5HP SN: RA-15SR-1702038		
	CIIS	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901371		
	Accounting Unit	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901387		
	MEZ	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-190390		
	Administrative Section	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901370		
	AOS/POS	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901384		

	Export Section	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1800939		
	MEZ	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901388		
	Collector's	Aircondition Unit - Hitachi Window Type 2HP SN: RA-20SR-1901389		
	Collector's	Aircondition Unit - Split Type 1.5HP		
	P.O.D	Carrier FP-5LUC018,2HP/remote control - Split		
	Computer Island	Hitachi RAS/RAC - 10RC (2HP/remote control) Split Type		
	Computer Island	Hitachi RAS/RAC - 10RC (2HP/remote control) Split Type		
	Assessment Section	Hitachi floor Mtd Aircon, Inverter single phase (Indoor & Outdoor)		
	EPU	Kolin Window type Aircon 1HP Inverter		
	OIC,AOS/POS	Kolin Window type Aircon 1HP Inverter		
	Admin./Supply	Sharp Window Tape 2HP Inverter		

Total Cost:

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 and Address

Mayor's Permit No. \_\_\_\_\_

Phil GEPS Registration No. \_\_\_\_\_

Omnibus Sworn Statement

***(Please submit the photocopies of the above documents upon submission of quotation)***