



## BUREAU OF CUSTOMS-SUB-PORT OF MACTAN

## REQUEST FOR QUOTATION



FORM NO. BOCSOM-F-PP-002

EFFECTIVE DATE: October 1, 2023

VERSION: 1

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1. The Bureau of Customs Sub-port of Mactan requests the submission of quotations/proposals as detailed in **Annex 1** for the following:

Name of the Requirement/Brief Description	:	JANITORIAL SERVICES FOR 2024
Approved Budget for the Contract (ABC)	:	Nine Hundred Seventy-Four Thousand Three Hundred Seventy-Three and 60/100 Pesos Only (Php 974,373.60)
Completion Period	:	30 Days
Reference	:	2024-001MTN
Mode of Procurement	:	Section 53.9 Small Value Procurement

2. All particulars and activities relative to Eligibility of Suppliers, Evaluation of Quotations/Proposals, Validation, and Award of Contract shall be governed by 2016 Revised Implementing Rules and Regulations of Republic Act No. 98184.

Activity	Schedule <sup>1</sup>	Details
a. Deadline of submission of Quotations/Proposals	January 18, 2024 9:00 A.M.	<ul style="list-style-type: none"> <li>Online or electronic submission to e-mails: <a href="mailto:jennifer.duyogan@customs.gov.ph">jennifer.duyogan@customs.gov.ph</a> <a href="mailto:victoria.arandillo@customs.gov.ph">victoria.arandillo@customs.gov.ph</a></li> <li>Physical submission of hard copy at the Procurement Section/Accounting Section, Bureau of Customs, Sub-port of Mactan</li> </ul>

3. Please take note of the following requirements and conditions pertaining to the Printers:

Project Site	:	Bureau of Customs, Sub-port of Mactan
Exact Address of Site	:	MCIA, Lapu-Lapu City
Period of Validity of Quotes	:	30 Days starting from the deadline of quotation submission  In exception circumstances, BOC may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation (Sec 28.2).
Partial Quotes	:	Not permitted
Payment Terms / Condition on the Release of Payment	:	Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report

<sup>1</sup> In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day.



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		BOC. Payment shall be made thru issuance of LBP Check.
Evaluation Criteria	:	<ul style="list-style-type: none"> <li>⊗ Technical responsiveness/Full compliance to the minimum qualification requirement and bill of quantity and lowest price<sup>2</sup>.</li> <li>⊗ Full acceptance of the PO/Contract General Terms and Conditions</li> </ul>
Documents to be submitted	:	<ol style="list-style-type: none"> <li>1. Duly Accomplished Form as provided in Annex 2, and in accordance with bill of quantities in Annex 1;</li> <li>2. Mayor's or Business Permit<sup>3</sup></li> <li>3. Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)<sup>4</sup></li> <li>4. PHILGEPS Registration Certificate (Platinum)</li> <li>5. For individuals engaged under 53.9 of the 2016 revised IRR, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit</li> </ol>
Annexes to this RFQ	:	<ul style="list-style-type: none"> <li>• Technical specifications (Annex 1)</li> <li>• Form for Submission of Quotation (Annex 2)</li> <li>• Instructions</li> <li>• General Conditions of Contract for Services</li> </ul>

Prepared by:

Approved by:

JENNIFER A. DUYOGAN  
Procurement Officer

FRANCES MARGARET QUITCO  
Chief, Administrative Section

<sup>2</sup> BOC reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision

<sup>3</sup> In case not yet available, you may submit your expired Mayor's or Business Permit with the Official Receipt of renewal application. However, the new Mayor's or Business Permit shall be required to be submitted **after award of contract but before payment**

<sup>4</sup> If unable to have the document notarized, you may submit a signed **unnotarized Omnibus Sworn Statement** (in the prescribed template), subject to compliance therewith **after award of contract but before payment**.



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**Annex 1**

**Technical Specifications**

Minimum Required Technical Specification	Bidder's Offered Technical Specification and Statement of Compliance
5 Janitorial Staff to be assigned at the: Passenger Service Ground Floor Second Floor Outdoor Area Collector's Office	

Please submit the specification of generator proposed including product brochure or catalog.

Signature over Printed Name of Supplier's Authorized Representative (Person who signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of the supplier)	:	
Designation:	:	
Company:	:	
Company Address:	:	
Date:	:	
Telephone Number E-mail Address Mobile Number	: : :	