



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Preventive Maintenance Services for the Air-conditioning Units in Bureau of Customs”** 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 Services for the Air-conditioning Units in Bureau of Customs**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Three Hundred Fifty-Nine Thousand Seven Hundred Forty-Four Pesos (PHP359,744.00) inclusive of tax**

Specifications :
LOT 1

QTY.	DESCRIPTION
	<p>A. GENERAL CONDITIONS</p> <ol style="list-style-type: none"> 1. The Contractor must be engaged with Reactive and Preventive Maintenance Service Provider for at least 3 years. Thus, the Contractor must submit proof or equivalent documents of its corporate existence. 2. The Contractor shall be responsible for any accidental damages to the air-conditioning units during the actual performance of the services. 3. The Contractor shall provide the required tools and equipment to be used in conducting regular preventive maintenance services, such as water compressor, cart, detergent, Electrical tester (Ampere, Voltage and Capacitance) and other required tools and equipment. 4. The Contractor shall prioritize the safety of its workers, Bureau of Custom’s employees and its assets by providing necessary Personal Protective Equipment while performing the Preventive Maintenance Services. 5. The Contractor shall inspect the site and submit Air-conditioning unit’s condition report prior the execution of the services in Bureau of Customs. 6. The Contractor shall provide at least three certified air-condition technician for on a per call basis to perform troubleshooting in case of trouble/emergency in Bureau of Customs during working hours, five days a week from 8:00am to 5:00pm. 7. The Contractor shall hold Bureau of Customs free and harmless from and against any claims, liabilities, obligations, costs, and expenses arising from or in connection with damages or personal injury to third persons, the Contractor’s employees, agents, and invitees occasioned by the act, negligence, or fault of the Contractor.



B. SCOPE OF WORKS

1. Mobilization

- a. Preparation of logistics of contractor's equipment.
- b. Setting up of temporary facilities within the site; and
- c. Setting up of necessary water and power lines required for the Project.

2. Site Works

- a. Preventive Maintenance Service shall be conducted once within September – December 2024
- b. One time check-up and standard preventive maintenance of the air-conditioning unit as prescribed by the equipment manufacturer.
- c. Measurement of the air conditioner supply temperature and room temperature, including reading of equipment working temperature.
- d. Greasing and lubrication of bearing or any rotating parts, as needed.
- e. General cleaning of aircon filter, evaporator and condenser coil, blower wheel, propeller blade, drain pan and drain pump, and cabinet assembly.
- f. Check-up of the controls, compressor motors, condenser fan motor and fan blower motor, including electrical components and tightening of electrical terminals.
- g. Testing for leaks on pipe assembly, including coil assembly of the unit.
- h. Check-up of the voltage supply, full load/load currents and phase sequence of the electrical power supply, and check-up of all electrical terminals, ECB and control wiring of the equipment.
- i. Check the indoor and outdoor capacitor using capacitance meter (replacement as required).
- j. Check-up of the pressure of the compressor and refrigerant on the system.
- k. Inspect the drain line and de-clogging of the drain line, drain pump and drain pan of the equipment.
- l. Run the unit after the Preventive Maintenance Service.
- m. Submit test sheets and inspection report prepared and signed by the air-con technician and supervisor, indicating his/her findings, diagnosis, and recommendations. Gather data, including voltage, amperes pressure for the gas coolant, temperature, room temperature and necessary data remarks, as needed.
- n. Any additional work not mentioned in the foregoing items shall be done by the contractor and billed separately.

3. Payment Terms

- a. Advance payment is not allowed.
- b. The Contractor shall submit the summary of services rendered in chronological order with official signature of the authorized air-condition technician personnel and Supervisor.
- c. The Contractor shall submit its billing statement to the office address stated above.
- d. The payment to the Contractor shall be based on the actual services rendered.



4. SPECIFICATIONS:

OCOM Summary of Air Conditioning Units

OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
G/F					
GSD MAIN	1	2HP	WTA	CARRIER	OPERATIONAL
	1	2HP	WTA	KOPPEL	OPERATIONAL
	1	3TR	STA-FM	GREE	OPERATIONAL
	1	2.5HP	STA-WM	GREE	OPERATIONAL
	1	1.5HP	STA-WM	GREE	OPERATIONAL
GSD SUPPLY	3	2HP	WTA	CARRIER	OPERATIONAL
GSD FORMS	1	2HP	STA-WM	EVEREST	OPERATIONAL
	1	1.5	STA-WM	EVEREST	OPERATIONAL
	3	2HP	WTA	EVEREST	OPERATIONAL
OCOM LOBBY	2	2.5HP	STA-WM	GREE	OPERATIONAL
OCOM HALLWAY	2	2HP	STA-WM	KOPPEL	OPERATIONAL
IAG	1	2HP	WTA	CONDURA	OPERATIONAL
	1	2HP	STA-WM	GREE	OPERATIONAL
IQMSO	1	2.5HP	STA-WM	GREE	OPERATIONAL
	1	2.5HP	STA-WM	EVEREST	OPERATIONAL
	1	2HP	STA-WM	MIDEA	OPERATIONAL
COS MEZZANINE	2	2.5HP	STA-WM	GREE	OPERATIONAL
COS	1	2.5HP	STA-WM	AUX	OPERATIONAL
COS STAFF	2	1HP	STA-WM	GREE	OPERATIONAL
	1	2.5HP	STA-WM	GREE	OPERATIONAL
OCOM CONFERENCE	2	3HP	STA-DT	MIT.S.	OPERATIONAL
OCOM SITUATION	3	2HP	STA-CT	MIT.S.	OPERATIONAL
COMM. OFFICE	6	2HP	STA-WM	MIT.S.	OPERATIONAL
	2	3HP	STA-WM	MIT.S.	OPERATIONAL
COMM. DRIVERS LOUNGE	2	1.5HP	WTA	FUJIDENZO	OPERATIONAL
CRMD CHIEF	1	2HP	WTA	CONDURA	OPERATIONAL
CRMD STAFF	1	2HP	WTA	EVEREST	OPERATIONAL
	1	3TR	STA-FM	KOLIN	OPERATIONAL
	1	2.5HP	STA-WM	EVEREST	OPERATIONAL
PIAD	2	2.5HP	STA-WM	EVEREST	OPERATIONAL
	1	2HP	STA-WM	MIDEA	OPERATIONAL
	1	2HP	WTA	KOPPEL	OPERATIONAL
EXTERNAL AFFAIRS	1	2HP	STA-WM	CARRIER	OPERATIONAL/NEW
	1	2HP	STA-WM	DAIKIN	OPERATIONAL/NEW
	1	1.5HP	STA-WM	DAIKIN	OPERATIONAL/NEW
	1	2HP	STA-WM	MAKS	OPERATIONAL
IPD	1	2.5HP	STA-WM	DAIKIN	OPERATIONAL



	3	2HP	STA-WM	DAIKIN	OPERATIONAL
CIIS DIR.OFFICE	4	2HP	STA-WM	DAIKIN	OPERATIONAL
	1	2HP	STA-WM	TCL	OPERATIONAL
CIIS	1	2HP	STA-WM	EVEREST	OPERATIONAL
	1	2.5HP	STA-WM	KOPPEL	OPERATIONAL
CIIS	1	2HP	STA-WM	PANASONIC	OPERATIONAL
IIPD	1	2HP	WTA	CARRIER	OPERATIONAL
	1	2HP	WTA	KOLIN	OPERATIONAL
	1	1.5HP	WTA	CARRIER	OPERATIONAL
EG LOBBY	1	2HP	WTA	KOLIN	OPERATIONAL
EG OFFICE	2	2HP	WTA	EVEREST	OPERATIONAL
	2	2HP	WTA	CONDURA	OPERATIONAL
	3	2HP	WTA	KOPPEL	OPERATIONAL

OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
2ND/F					
BUDGET DIVISION	1	2HP	WTA	PANASONIC	OPERATIONAL
	3	2HP	WTA	EVEREST	OPERATIONAL
	1	2HP	WTA	CARRIER	OPERATIONAL
FMO DIR.	1	2HP	STA-WM	EVEREST	OPERATIONAL
	1	2HP	STA-WM	CHIGO	OPERATIONAL
	1	2HP	STA-WM	PANASONIC	OPERATIONAL
ACCOUNTING	1	3TR	STA-FM	CARRIER	OPERATIONAL
	1	1.5HP	STA-WM	GREE	OPERATIONAL
	1	2.5HP	STA-WM	EVEREST	OPERATIONAL
	3	2HP	STA-WM	GREE	OPERATIONAL
IAG DEPCOM	1	3HP	STA-FM	DAIKIN	OPERATIONAL
	2	2HP	STA-WM	DAIKIN	OPERATIONAL
	1	1.5HP	STA-WM	DAIKIN	OPERATIONAL
PPRD	3	2HP	WTA	CONDURA	OPERATIONAL
	1	2HP	WTA	CARRIER	OPERATIONAL
TAX EXEMPT	1	2HP	STA-WM	KOPPEL	OPERATIONAL
	2	2HP	WTA	CARRIER	OPERATIONAL
	3	2HP	WTA	CONDURA	OPERATIONAL
CASHIER OFFICE	1	3TR	STA-FM	KOLIN	OPERATIONAL
	1	2HP	STA-WM	CHIGO	OPERATIONAL
	1	2HP	STA-WM	DAIKIN	OPERATIONAL NEW
HRMD CHIEF	1	2HP	STA-WM	KIRIN	OPERATIONAL
IAG ADMIN	2	2HP	STA-WM	CARRIER	OPERATIONAL
HRMD STAFF	1	3TR	STA-FM	KOLIN	OPERATIONAL
	2	2.5HP	STA-WM	GREE	OPERATIONAL
	1	2HP	WTA	CONDURA	OPERATIONAL
HRMD RECORDS	4	2HP	WTA	CARRIER	OPERATIONAL
IG	UNDER RENOVATION				
2 ND /F HALLWAY	2	2.5HP	STA-WM	GREE	OPERATIONAL



OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
ESS BUILDING					
G/F					
LOBBY	1	3TR	STA-FM	IDEC	OPERATIONAL
	10	2HP	WTA	EVEREST CARRIER CONDURA	OPERATIONAL
	4	2HP	STA-WM	EVEREST	OPERATIONAL
2F	2	2HP	STA-WM	EVEREST	OPERATIONAL
	12	2HP	WTA	EVEREST CONDURA	OPERATIONAL
	1	3TR	STA-FM	IDEC	OPERATIONAL
	1	2.5HP	STA-WM	KOLIN	OPERATIONAL
FIRING RANGE	1	2HP	STA-WM	KOPPEL	OPERATIONAL

OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
VCD BUILDING					
IAS	2	2.5HP	STA-WM	EVEREST	OPERATIONAL
	1	2.5HP	STA-WM	KOLINS	OPERATIONAL
	1	3HP	STA-FM	DAIKIN	OPERATIONAL
	3	2HP	STA-WM	DAIKIN	OPERATIONAL
	1	1.5HP	STA-WM	DAIKIN	OPERATIONAL
	1	2.5HP	STA-WM	DAIKIN	OPERATIONAL
WCD	1	2HP	STA-WM	DAIKIN	OPERATIONAL
	1	2.5HP	STA-WM	KOLINS	OPERATIONAL
	1	2HP	WTA	CONDURA	OPERATIONAL

OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
XRAY BUILDING					
G/F	2	2HP	WTA	EVEREST	OPERATIONAL
	2	2HP	WTA	CARRIER	OPERATIONAL
2 ND /F	1	3TR	STA-FM	CARRIER	OPERATIONAL
	2	2HP	WTA	CARRIER	OPERATIONAL
	1	2HP	STA-WM	SAMSUNG	OPERATIONAL NEW

OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
NPO BUILDING					
G/F					
EAO	8	2HP	STA-WM	DAIKIN	OPERATIONAL NEW
	3	2,5HP	STA-WM	DAIKIN	OPERATIONAL NEW
	1	4HP	STA-WM	DAIKIN	OPERATIONAL NEW
	4	6HP	STW-FM	DAIKIN	OPERATIONAL



					NEW
	1	1.5HP	STW-WM	DAIKIN	OPERATIONAL NEW
CHS	2	2HP	STA-WM	KOLIN	OPERATIONAL
	2	2HP	WTA	EVEREST	OPERATIONAL
ESS POM DISTRICT	1	2.5HP	STA-WM	EVEREST	OPERATIONAL
	2	2HP	WTA	CONDURA	OPERATIONAL
	1	2HP	WTA	CARRIER	OPERATIONAL
ESS OPERATION	1	2HP	STA-WM	CARRIER	OPERATIONAL
	1	2HP	WTA	CONDURA	OPERATIONAL
EG ADMIN	1	2H	STA-WM	KOLIN	OPERATIONAL
ESS CPRIG	3	2HP	WTA	CARRIER	OPERATIONAL

OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
CRIC BUILDING					
STATISTIC OFFICE	2	2HP	WTA	EVEREST	OPERATIONAL
	3	1HP	WTA	TCL	OPERATIONAL
	1	2.5HP	STA-WT	SAMSUNG	OPERATIONAL
COA OCOM	1	3TR	STA-FM	KOLIN	OPERATIONAL
	1	5TR	STA-FM	ALLEN AIR	OPERATIONAL
	2	2HP	STA-WM	EVEREST	OPERATIONAL
	3	2HP	WTA	CONDURA	OPERATIONAL
COLLECTION SERVICE	1	3TR	STA-FM	KOLIN	OPERATIONAL
	1	2HP	STA-WM	SAMSUNG	OPERATIONAL NEW
	1	2HP	STA-WM	SAMSUNG	OPERATIONAL NEW
	1	1.5HP	STA-WM	SAMSUNG	OPERATIONAL NEW
	1	1.5HP	STA-WM	SAMSUNG	OPERATIONAL NEW
	3	2HP	WTA	CARRIER	OPERATIONAL
	1	2HP	STA-WM	KOPPEL	OPERATIONAL
RCMG	1	2HP	WTA	CARRIER	OPERATIONAL
	2	2.5HP	STA	EXTREME	OPERATIONAL
	2	2HP	STA	CARRIER/ DAIKIN	OPERATIONAL
JICA	3	2HP	WTA	CARRIER	OPERATIONAL
	1	2HP	WTA-WM	SAMSUNG	OPERATIONAL NEW
PCAG	7	2HP	WTA	CARRIER/ CONDURA	OPERATIONAL
	2	2HP	STA	KIRIN	OPERATIONAL
	1	2HP	WTA	LG	OPERATIONAL
ICE 3 RD FLOOR	1	5TR	STA-FM	KOPPEL	OPERATIONAL
	2	2HP	WTA	CONDURA	OPERATIONAL
OTHER OCOM OFFICE					
MEDICAL AND DENTAL	2	2HP	WTA	MARKS/ CONDURA	OPERATIONAL



	2	2HP	WTA	EVEREST	OPERATIONAL
CCC	4	3TR	STA-CT	CARRIER	OPERATIONAL
	3	2.5HP	STA-WM	CARRIER	OPERATIONAL
AMO	2	2HP	STA-WM	MITSUBISHI	OPERATIONAL
	4	2.5HP	STA-WM	MITSUBISHI	OPERATIONAL
COC	4	3TR	STA-WM	MITSUBISHI	OPERATIONAL
	2	2HP	STA-CT	MITSUBISHI	OPERATIONAL
NPO BUILDING					
OFFICE AND LOCATION	QTY	CAPACITY	DESCRIPTION	BRAND	REMARKS
2ND/F					
RM 14 OCOM BARRACKS	1	2HP	STA-WM	CARRIER	OPERATIONAL
	1	2HP	WTA	CARRIER	OPERATIONAL
RM 15 OCOM STAFF	2	2HP	WTA	CARRIER	OPERATIONAL
RM 15	2	2HP	STA-WM	EVEREST	OPERATIONAL
RM 17	2	2HP	STA-WM	EVEREST	OPERATIONAL
RM 18	1	2HP	STA-WM	EVEREST	OPERATIONAL
	1	2HP	WTA	CARRIER	OPERATIONAL
RM 19 ESS BARRACKS	2	2HP	WTA	CARRIER	OPERATIONAL
	2	2HP	WTA	CONDURA	OPERATIONAL
RM 20	2	2HP	WTA	CONDURA	OPERATIONAL
RM 13	1	2HP	WTA	CARRIER	OPERATIONAL
CITADEL	8	2HP	STA-WM	DAIKIN	OPERATIONAL
	1	1.5HP	STA-WM	DAIKIN	OPERATIONAL

Work Duration: September 1 to December 31, 2024

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, 6) Certificate of Satisfactory Performance issued by the Bureau of Customs (for contracts entered into with the Bureau) or from any other office/agency, if the former is not applicable and 7) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents in hard copy is on or before **August 19, 2024, 10:00 a.m., 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 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.

For inquiry, you may contact us at Telefax no. 8526-6571 or email us at [boc-svp@customs.gov.ph](mailto: boc-svp@customs.gov.ph).

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division



Annex "A"

PRICE QUOTATION FORM

Date:

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

Project Name: **Preventive Maintenance Services for the Air-conditioning Units in Bureau of Customs**

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:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
units	STA – WM	138		
units	STA – FM	17		
units	WTA	123		
units	STA – CT	9		
units	STA – DT	2		
	Total Units	289		

Work Duration: September 1 to December 31, 2024

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

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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

