



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **"Repair and Renovation of the Office of Investigation Division, CIIS"** 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: **Repair and Renovation of the Office of Investigation Division, CIIS**

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

Approved Budget for the Contract: **Nine Hundred Ninety Thousand Five Hundred Seventy-Eight Pesos and 06/100 (PHP990,578.06) inclusive of tax**

Specifications :

QTY.	DESCRIPTION
1 LOT	<p>A. GENERAL CONDITIONS</p> <p>Complete all works for the project "Repair and Renovation of the Office of Investigation Division, CIIS" including supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, in accordance with the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.</p> <p>The contractor is not limited to the scope of works listed. He should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal, and relocation he shall include such and all concomitant works to finish as part of the scope of work.</p> <p>Any discrepancies found between the drawings and specifications and the site conditions or any errors or omissions in the drawings or specifications should be clarified with the Architect/Consultant/Engineer.</p> <p>Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.</p> <p>During the renovation phase to completion, the contractor shall deploy a licensed civil engineer and architect to supervise and direct the work of his staff in carrying out the activities required to ensure that the specified works are constructed in full accordance with the approved Contract Documents and shall be responsible for all aspects of the project.</p> <p>B. SCOPE</p> <p>1. Mobilization</p>



- a. Preparation of logistics of contractor's equipment;
- b. Setting up of temporary facilities within the site;
- c. Setting up of necessary water and power lines required for the Project;
- d. Setting up of Temporary Fence Enclosure;
- e. Installation of Project Details Tarpaulin Signage (30x20") with Frame located at the front of the Project Site Location; and
- f. Inventory of items to turn over.

2. Demobilization

- a. Site demolition and dismantling of existing concrete walls, dry walls, ceiling and electrical wirings;
- b. Hauling of debris and materials from the project site to the appropriate disposal area; and
- c. Within 10 calendar days upon completion of the project, the Contractor shall submit **One (1) Complete Set of As-Built Plans** (printed in blueprinted paper) duly signed and sealed by the Contractor, drawn in 24" x 36" drawing sheets.

3. Carpentry Works

- a. Supply and installation of 9mm thk. ficem board with complete standard metal furring support on all ceilings as shown in the plans and Bill of Quantities (BOQ);
- b. Supply and installation of 9mm thk. ficem board with complete standard metal stud support on all drywalls as indicated in the plans and BOQ;
- c. Installation of fluted PVC wall panel backdrop as shown in the perspective and BOQ; and
- d. Fabrication of built-in cabinets, shelves and reception table as indicated in the plans, perspective and BOQ.

4. Painting Works

- a. All surface defects shall be repaired and all surfaces shall be scraped to remove deteriorated coatings and other deleterious materials. Surfaces shall then be cleaned with steam or with a commercial cleaner to remove all grease, oil, and chemical residues;
- b. Prior to painting works, surfaces on masonry, wood, and metal must be free from any dirt, grease, old paint, and rust, eliminate loose or peeling paint, and get rid of rust deposits before applying primer/putty and paint finish; and
- c. Contractor shall ensure that all delivered painting materials to the work site shall be in original containers with seals and labels intact. Containers shall not be opened until after they have been inspected by the end-user or its duly authorized representative.

5. Finished Hardware

- a. Supply and Installation of tempered glass door for the main door as indicated in the plans and BOQ;
- b. Supply and Installation of solid panel doors including door jambs and accessories as indicated in the plans and BOQ;
- c. Supply and Installation of hidden door with PVC fluted wall panel including complete accessories as indicated in the plans and BOQ; and
- d. Supply and Installation of PVC doors for comfort rooms with complete accessories as specified in the plans and BOQ.

	<p>6. Floor and Tiling Works Supply and installation of 60cm x 60cm floor tiles including wall tiles for comfort rooms as specified in the plans and BOQ.</p> <p>7. Plumbing Works Replacement of water closets, wall-hung lavatories, urinal, pipes and fittings with complete accessories as indicated in the plans and BOQ.</p> <p>8. Electrical Works</p> <ol style="list-style-type: none"> Supply and installation of all lighting fixtures as shown on the Reflected Ceiling Plan (RCP) or as specified by the architect and/or end-user's representative; Supply and installation of wiring devices, switches, outlets, and accessories as shown in the plans and BOQ; and Supply and installation of wiring cables and roughing-ins as per plans and BOQ. <p>9. Concrete and Masonry Works Provision of concrete walls for the interview room as shown in the plans and BOQ.</p> <p>10. Others Supply and installation of 2-pc. 700 mm diameter BOC seals as indicated in the plans and BOQ.</p> <p>11. Permits, Licenses, and Taxes</p> <ol style="list-style-type: none"> The contractor shall secure and pay all permits, fees, licenses, taxes, etc. necessary for the execution of the general construction works for the project. The contractor shall prepare the complete Contract Documents consisting of detailed designs and construction drawings (architectural, electrical, structural, mechanical, plumbing/sanitary, electronic and communication layout) in accordance with the Municipal Engineering Office for the building permit purposes; and The contractor shall prepare a weekly progress report which shall include an overall progress chart based on actual physical accomplishment of construction work and a progress chart based on actual value of accomplished construction work, among others. <p>12. Certification</p> <ol style="list-style-type: none"> The contractor must possess at least a PCAB License Category C&D, Size Range Small B; The contractor shall submit a Certificate of Satisfactory Performance issued by the Bureau of Customs (BOC) (for entities with previous/ongoing contract/s with the BOC); in the absence of contract/s with BOC, from any other office/agency; and The contractor shall submit an International Organization for Standardization (ISO 9001:2015) Certificate in construction and contracting issued by an ISO certifying body. <p>13. Terms of Payment The Billing Schedule specified in the table below shall be followed by the contractor:</p>
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Order of Billing	Project Accomplishment Percentage
First (1 st) Billing	At least 50% of the work has been accomplished
Second (2 nd) Billing	At least 80% of the work has been accomplished
Final Billing	100% accomplished

C. SPECIFICATIONS

All drawings, whether small scale or detailed drawings, are intended to work in unison with the specifications and to form part thereof, when figures are given, they are to be followed in preference to measurement by scale. Anything shown in the drawings but not mentioned in the specifications (or vice-versa) or anything not expressively set forth in either (but which is reasonably implied) shall be furnished and installed as thought specifically shown in mentioned both.

1. Pre-Construction Phase Guidelines

- A joint site inventory must be conducted and signed by the contractor, GSD, and end-user;
- The contractor must submit to GSD his Program Evaluation Review Technique (PERT) Chart/Critical Path Method (CPM) chart in Gantt Chart Form before the start of the project;
- The contractor must submit to GSD the list of manpower that shall be utilized for the project along with their respective designations/roles and corresponding qualifications. The most notable figure for the project must be the project manager, preferably an architect or engineer; and
- The minimum work experience requirements for key personnel are the following:

Key Personnel	Requirement	Relevant Experience
Project-In-Charge	Bachelor of Science in Architecture/Bachelor of Science in Civil Engineer (Licensed Civil Engineer/ Licensed Architect) and Building Construction Experience	Five (5) years
Registered Electrical Engineer	Registered Electrical Engineer and Building Construction Experience	Five (5) years
Master Plumber	Registered Master Plumber and Building Construction Experience	Five (5) years
Safety Officer	Building Construction Experience, National Certification Level II and Construction Occupational Safety and Health (COSH) Certificate	Five (5) years
Foreman	Building Construction Experience	Five (5) years
Carpenter	Building Construction Experience	Five (5) years
Welder	Building Construction Experience and National Certification Level II	Five (5) years
Plumber	Building Construction Experience and	Five (5) years



	National Certification Level II	
Electrician	Building Wiring Installation Experience and National Certification Level II	Five (5) years
Painter	Building Construction Experience	Five (5) years
Mason	Building Construction Experience	Five (5) years
Tile Setter	Building Construction Experience	Five (5) years
Laborer	Building Construction Experience	Three (3) years
Warehouseman	Building Construction Experience	Three (3) years

e. The minimum major equipment requirements are the following:

	Equipment/Tools	Number of Unit/s
1	4x2 Mini Dump Truck (4 cubic meter Capacity)	1 lot/ as necessary
2	6-wheeler Elf Truck (18ft length)	1 lot/ as necessary
3	One Bagger Concrete Mixer	1 unit
4	Chipping Gun	1 unit
5	Jackhammer	1 unit
6	Rotary Hammer Drill	2 units
7	Electric Drill	2 units
8	Cut Off Machine	1 unit
9	Electric Jig Saw	1 unit
10	Circular Saw	1 unit
11	Table Saw	1 unit
12	Angle Grinder	2 units
13	300A Welding Machine	2 units
14	Megger Test Equipment	1 unit
15	Multi-Tester Equipment	1 unit
16	Self-Levelling Laser	2 units
17	Nail Gun	1 unit
18	Paint Sprayer	2 units
19	Air Compressor	2 units
20	Pipe Fusion Welding Machine	1 unit
21	Tile Cutter Machine	1 unit
22	Vacuum Cleaner	2 units
23	Electric Sander	1 unit
24	Wood Router	1 unit
25	Pressure Washer	1 unit
26	Construction Ladder	1 lot
27	Scaffolding and accessories	1 lot

	28 Personal Protective Equipment (PPE)	1 lot
	<p>2. Implementation Phase Guidelines</p> <ul style="list-style-type: none"> a. The contractor must submit Weekly Progress Reports as mentioned in Item B.11.c of this document including photo documentation and weather updates to GSD; b. The contractor must submit weekly their daily list of manpower; c. The project manager, who must be a technical professional, must be present at the project site at all times to properly monitor/oversee the project as technical representative of the contractor's side; d. BOC, thru its Technical Inspection and Acceptance Committee (TIAC) for Civil Works, reserves its right to conduct monitoring inspections, aside from the inspections for billing purposes. The project manager must always be present, especially during inspections for billing purposes, to ensure proper communication instead of relying on the foreman or laborers only; e. The approved floor plan and perspective drawings must be posted on a wall or board so that they are readily available and visible whenever necessary; f. Materials to be used in the construction/renovation must follow those specified in this document (Scope of Work), the drawings, and/or the BOQ. The Contractor must first secure proper approval of materials to be installed via a written document duly approved by both the end-user and GSD. Any change in materials must also have proper indorsement thereafter. g. All testings/activities (e.g., waterproofing test, leak test, slump test, continuity test, insulation resistance test, earthing test, pest control chemical certificate, etc.) conducted by the contractor must be done with the presence of a GSD Engineer/Architect. Corresponding reports must be submitted to GSD for documentation and validation within three (3) calendar days upon completion of the said testing/activity; and h. Punchlisting shall be conducted upon 95.00% completion as ascertained by the TIAC. <p>3. Carpentry Works</p> <p>All wood shall be treated with colorless anti-termite wood preservatives.</p> <ul style="list-style-type: none"> a. Ceiling Ceiling works shall utilize 9mm ficem board with complete standard metal furring supports. b. Wall Drywall Partition Use 9mm thk. ficem board with complete standard metal studs supports. <p>4. Tiling Works</p> <p>Tiles and their accessories must be free from defects that affect their quality, appearance, and strength. All tiles shall be set to correct grades and levels true to lines, laid even. Submit Material for approval. Use 60 x 60 cm floor and wall tiles in all areas, including the wall tiles for the comfort rooms. Use heavy-duty tile adhesive and tile grout joint filler. Use t-trim/threshold between two different tile materials.</p> <p>5. Painting</p> <p>Application of Plastered Paint Finish on all interior and exterior walls/partitions, ceiling, and concrete surfaces within the scope of the interior</p>	

and exterior renovation works unless otherwise indicated in the plans and specifications.

- a. All paint and accessories, materials incorporated in or forming a part thereof shall be subject to the approval and selection of color, tint, finish, or shade by the Architect;
- b. Painting of all surfaces, except otherwise specified shall be (3) coats work, one primer and two finish coats;
- c. All paint materials shall meet the requirements of paint materials under class A;
- d. All surfaces to be painted shall be examined carefully before beginning any painting work, and other trade works installed in workmanship condition to receive paint or any particular finish;
- e. All paint materials shall meet the requirements of the specifications set by GSD and shall be delivered on the job in the original container, with labels intact and seal unbroken.
- f. Concrete surfaces;
Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions.
- g. Drywalls;
Latex paint shall be used, and preparation and application must be according to the manufacturer's instructions. Use spray paint for cubicle partition only;
- h. Wooden and metal surfaces;
Automotive Lacquer paint shall be used, and preparation and application must be according to the manufacturer's instructions. Use spray paints; and
- i. Color pigments shall be used to produce the exact shades of paint, which shall conform to the approved color scheme.

6. Electrical Works

- a. Quality Assurance - All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall be further be governed by other requirements, impose on other sections of these specifications. Materials shall be subjected to the necessary tests for their suitability where required;
- b. Alternate Materials - use of any material, not specified in these specifications may be allowed provided such alternate has been approved by the agency in accordance with generally accepted standards;
- c. Identification of Materials - Each length of pipe, fitting, box, fixture, and device used in the electrical system shall have cast, stamped or indelibly marked on it the manufacturer's trademark or name, the weight, type and classes or product when so required by the standards mentioned above;
- d. Wires and Cables;
 - i. All wires shall be copper, soft-drawn and annealed, shall be of 99% conductivity, shall be smooth and true and of the cylindrical form and shall be within +/-1% variation of the actual size called for.
 - ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type Thermoplastic High Heat-resistant Nylon-Coated (THHN) unless otherwise noted.
 - iii. All wires and cables shall be color coded, color-coding of wires are as follows:
 - (a) Line 1 – red
 - (b) Line 2 – yellow

	<p>(c) Line 3 – blue</p> <p>iv. Minimum size of branch circuit wire shall be 3.5 mm² THHN for power and lighting system with 3.5mm² THHN minimum ground wire.</p> <p>v. Wires 3.5 mm² and bigger shall be stranded.</p> <p>e. Switches; and</p> <p>i. Switches shall be flush mounted and rated at 15 Amperes (Amps), 250 volts, one way, three-way as required.</p> <p>ii. Switches shall be quiet type, spring loaded, and the cover plates shall be subject to the approval of the Architect and the Engineer.</p> <p>f. Receptacles</p> <p>i. Receptacles shall be duplex, flush mounted and rated at 10 Amps., 250 volts, parallel or tandem slots with grounding slots as required. All 110 volts receptacle outlets shall be rated 15 Amps, 120 volts. 220 volts receptacle outlets shall be distinct from the 110 volts receptacle outlets in terms of configurations and shall be provided with markings.</p> <p>ii. Cover plates shall be subject to the approval of the Architect and the Engineer. Stainless steel cover plate shall be required on all wet or damped area.</p> <p>iii. All receptacle outlets with Ground-Fault Circuit Interrupters (GFCI) shall be rated for 250 volts application with a sensitivity setting of 300 milliamps.</p> <p>7. Plumbing Works</p> <p>a. All works, comply with the requirements and provisions of the national plumbing code of the Philippines;</p> <p>b. All fixtures shall be separately trapped. The traps shall be placed as near as possible to the fixtures; and</p> <p>c. No fixtures shall be double-trapped.</p>
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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) PCAB License (License Category - C & D, Size Range - Small B), 7) 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 8) 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 **November 18, 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.




Awarded Bidder must secure Performance Security/Performance Bond 30% of Contract Price upon receipt of Notice of Award.

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.

Very truly yours,


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



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Annex "A"

PRICE QUOTATION FORM

Date:

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

Project Name: **Repair and Renovation of the Office of Investigation Division, CIIS**

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:

DESCRIPTION	QTY		MATERIAL COST		LABOR COST	TOTAL
	#Units	UM	P/Unit	Total		
A. Mobilization/Demobilization	1.00	lot				
subtotal:						
B. Demolition Works	90.00	sq.m				
subtotal:						
C. Carpentry Works						
Ceiling (90 sq.m.):						
Ficem board (9 mm)	35.00	sht/s				
Metal Furring (3m length)	110.00	lgth				
Carrying Channel (3m length)	35.00	lgth				
Blind Rivet	1,330.00	pcs				
Metal Screw	380.00	pcs				
Wall Angle – 3m Length	23.00	lgth				
Backdrop (14 sq.m.):						
PVC fluted wall panel (6x.15m)	17.00	pcs				
Metal Screw	400.00	pcs				
Built-in Cabinets and Shelves:						
Plyboard 3/4"	10.00	sht/s				
Skim coat (25 kg)	3.00	bags				
Duco paint	1.00	lot				
Sandpaper	1.00	lot				
Cabinet accessories	1.00	lot				
Built-in reception table:	1.00	lot				
Drywall Partitions (11.5 sq.m.):						
4' x 8' – Plywood / Fiber Cement Board (9 mm)	10.00	sht/s				
3m Length – Metal Studs	13.00	pcs				
Rivets	170.00	pcs				
Metal Screw	60.00	pcs				
subtotal:						



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D. Floor and Tiling Works						
60cm x 60cm Floor (78 sq.m.)	235.00	pcs				
30cm x 30cm Floor and wall tiles - comfort rooms (50 sq.m.)	580.00	pcs				
Portland Cement	45.00	bags				
Tile adhesive (25 kg)	18.00	bags				
Tile grout	15.00	bag				
Sand	4.00	cu.m.				
subtotal:						
E. Painting Works						
Ceiling & drywall partitions (160 sq.m):						
Flat Latex	10.00	gals				
Semi-Gloss Latex (double coat)	20.00	gals				
Skim coat (25 kg)	10.00	bags				
Paint Thinner	5.00	gals				
Tinting color	1.00	lot				
Paint Brush	1.00	lot				
Paint Roller	1.00	lot				
Drop cloths	1.00	lot				
Paint tray	1.00	lot				
Sandpaper	1.00	lot				
subtotal:						
F. Electrical Works						
Conduits, Boxes and Fittings						
15mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	25.00	pcs				
15mmØ 90° PVC Elbow (Long bend)	10.00	pcs				
15mmØ PVC Adapter w/ Locknut and Bushing	40.00	sets				
20mmØ x 3.00 m Polyvinyl Chloride (PVC) Pipe	15.00	pcs				
20mmØ 90° PVC Elbow (Long bend)	10.00	pcs				
20mmØ PVC Adapter w/ Locknut and Bushing	10.00	sets				
Junction Box w/ Cover (PVC)	35.00	pcs				
Utility Box (PVC)	15.00	pcs				
Square Box (PVC)	5.00	pc				
Wiring and Wiring Devices						
3.5 mm ² Electric Wire THHN Stranded	300.00	l.m.				
5.5 mm ² Electric Wire THHN Stranded	75.00	l.m.				
5.5 mm ² Electric Wire TW (G)	20.00	l.m.				
14 mm ² Electric Wire THHN Stranded	60.00	l.m.				
1-Gang Switch, 16A, 250V	7.00	pcs				
2-Gang Switch, 16A, 250V	1.00	pcs				
3-Gang Switch, 16A, 250V	1.00	pcs				
LED Square Panel Light 12W (Recessed Type)	45.00	pcs				
	21.00	pcs				

Duplex Convenience Outlet 16A, 250V.	5.00	pcs				
Polarized 3-prongs (ACU Outlet)	5.00	pcs				
Emergency Light	1.00	lot				
Panelboard	4.00	pcs				
Exhaust fan 10" w/ ducting outside cover	1.00	lot				
Conduits, Boxes and Fittings						
subtotal						
G. Plumbing Fixtures						
Water Closet	3.00	sets				
Wall-Hung lavatory	3.00	sets				
Pipes and fittings	1.00	lot				
subtotal:						
H. Finished Hardware						
Supply and Installation of tempered glass door (main door)	1.00	set				
Supply and Installation of solid panel door with jamb	4.00	sets				
Supply and Installation of customized sliding hidden door with PVC fluted panel	1.00	set				
Supply and Installation of PVC door with jamb	3.00	sets				
subtotal:						
I. Concrete and Masonry Works						
Masonry Wall (10 sq.m.):						
4" Concrete Hollow Block	130.00	pcs				
Portland Cement	6.00	bags				
Sand	0.50	cu.m				
6m Length – 10mm Deformed Reinforcing Bars	5.00	pcs				
GI Tie Wire #16	0.50	kgs				
Cement Plaster Finish – 2 faces:						
Portland Cement	7.00	bags				
Fine Sand	0.60	cu.m				
subtotal:						
J. Others						
BOC Seals (800 mm dia.)	2.00	sets				
subtotal:						
Total Material and Labor Cost:						

Work Duration: 75 Calendar Days

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

(A) Mobilization/Demobilization

(B) Direct Cost

Material Cost

Labor Cost

(B) Total Direct Cost

(C) Indirect Cost

Overhead, Contingencies and

Miscellaneous (15% of DC)

Contractors Profit (10% of DC)

Total Indirect Cost

(C) Total Indirect Cost

(D) Tax (5% of B + C)

TOTAL PROJECT COST

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)



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