



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*

## NOTICE OF AWARD

**SUN ALEXIS MARIE U. HONG**  
**S.U. HONG ARCHITECTURAL DESIGN**  
Blk-3, Lot-18, Burgundy Homes, San Jose Patag,  
Santa Maria, Bulacan

Dear **Ms. Hong**:

We are pleased to inform you that the contract for the project **“Renovation of the Toilet and Pantry Area of the Office of the Director of Legal Services and the Public Toilet for the 1<sup>st</sup> and 2<sup>nd</sup> floor in the CRIC Building”** as per Bureau of Customs – Canvass Committee Resolution No. 2025-04, is hereby awarded to your company in the amount of **Nine Hundred Ninety-Seven Thousand Thirty-Three Pesos and 59/100 (Php997,033.59)**.

In this regard, you are hereby required to sign the Purchase Order within five (5) calendar days upon receipt of this Notice.

Very truly yours,

**ATTY. ERWIN T. MENDOZA**  
Deputy Commissioner, Internal Administration Group

Received by: **SUN ALEXIS MARIE U. HONG**  
Date: April 21, 2025



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

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## Agency

P.O. No.: 2025-03-0032  
Date : 31-Mar-2025  
Mode of Procurement: Small Value Procurement

Payment Term:

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Renovation of the Toilet and Pantry Area of the Office of the Director of Legal Services and the Public Toilet for the 1<sup>st</sup> and 2<sup>nd</sup> floor in the CRIC Building</b></p> <p><b>5. Tiling Works</b> Supply and replace all damaged, missing, dilapidated, and affected wall and floor tiles as indicated in the plans and</p> <p><b>6. Doors</b> a. Supply and installation of all doors with corresponding door jambs as indicated in the plans and BOQ; b. Supply and installation of glass windows as indicated in the plans and BOQ;</p> <p><b>7. Electrical and Auxiliary Works</b> a. Dismantling of existing lighting fixture, wiring devices, roughing-ins/raceways, and accessories; b. Supply and installation of complete electrical system as indicated in the plans; c. Supply and installation all lighting fixtures as shown on the Reflected Ceiling Plan (RCP) or as specified by the architect and/or End-user's representative; d. Supply and installation of wiring devices, switches, outlets, and accessories as indicated in the plans and BOQ; e. Supply and Installation of new exhaust fan for comfort room and pantry as indicated in the plans; f. Complete testing and commissioning of all electrical lighting, power and auxiliary systems using valid calibrated test equipment's with GSD representative; g. Submission of all test reports; h. All Wiring Devices (Convenience Outlet, Lights, Switches, and Data/Tel) and Distribution Boards/Sub-Main Distribution Board Shall be labelled using labelling machine as per Electrical Design Plan; and i. Securing of electrical wiring permit and certificate of electrical inspection.</p> <p><b>8. Plumbing Works</b> a. Supply, installation and replacement of existing plumbing fixtures as indicated in the plans and BOQ; b. Supply and installation of other bathroom fixtures and pipe fittings as needed in relation to the plumbing works in the plans; c. Installation and replacement of existing damage pipes; d. De-clogging of pipes and siphoning of existing septic tank; e. Tapping of new downspout to existing main downspout; and f. Any necessary fittings and accessories not indicated in the plans shall be provided to complete the installation.</p>			
		page 2 of 8			

ALOB No.: 02-000001-2025-04-0735  
Amount: 997,033.59

## Bureau of Customs

Agency

P.O. No.: 2025-03-0032

Date : 31-Mar-2025

Mode of Procurement: Small Value Procurement

**Gentlemen:**

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:

Work Duration: 90 calendar days

Date of Delivery :

Payment Term:

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Renovation of the Toilet and Pantry Area of the Office of the Director of Legal Services and the Public Toilet for the 1<sup>st</sup> and 2<sup>nd</sup> floor in the CRIC Building</b></p> <p><b>9. Painting Works</b></p> <p>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;</p> <p>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;</p> <p>c. Painting of furniture, walls, and ceiling as indicated in the plans and BOQ; and</p> <p>d. 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.</p> <p><b>10. Demobilization</b></p> <p>a. Turn-over of items covered by inventory submitted during mobilization;</p> <p>b. General Site Cleaning;</p> <p>c. Submit working drawings (as-built plan) of the following:</p> <ul style="list-style-type: none"> <li>- Architectural</li> <li>- Structural</li> <li>- Electrical &amp; Auxiliary</li> <li>- Plumbing</li> </ul> <p>d. Hauling of debris and materials from the project site to the appropriate disposal area; and</p> <p>e. Removal and hauling of tools and equipment from the project site.</p> <p><b>11. Permits, Licenses, and Taxes</b></p> <p>a. The contractor shall secure and pay all permits, fees, licenses, taxes, etc. necessary for the execution of the general construction works for the project.</p> <p>b. The contractor shall prepare the complete Contract Documents consisting of detailed designs and construction drawings (<b>architectural, electrical, structural, mechanical, plumbing/sanitary, electronic and communication layout</b>) in accordance needed by the Municipal Engineering Office for the building permit purposes; and</p> <p>c. 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> <p><b>12. Certification</b></p> <p>a. The contractor shall submit a Certificate of Satisfactory Performance issued by the Bureau of Customs (for entities with previous/ongoing contract/s with the Bureau); in the absence of contract/s with BOC, from any other office/agency; and</p>			
page 3 of 8					

(Terms and Conditions stated at the back page of this P.O.)

**Conforme:**

Very truly yours,

SUN ALEXIS MARIE V. HAN  
Signature over Printed Name of Supplier

Date \_\_\_\_\_

**ATTY. ERWIN T. MENDOZA**  
Deputy Commissioner, Internal Administration Group

Funds Available:

**DIVINA A. PANDO**  
Chief, Accounting Division

AL OBS No.: 02-07107151-2025.04-0333

Amount: 997,033.59



PURCHASE ORDER													
Bureau of Customs													
Agency													
Supplier: S.U.HONG ARCHITECTURAL DESIGN		P.O. No.: 2025-03-0032											
T.I.N. : 624-918-896-000		Date : 31-Mar-2025											
		Mode of Procurement: Small Value Procurement											
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:													
Place of Delivery:		Work Duration: 90 calendar days											
Date of Delivery :		Payment Term:											
Stock No.	Unit	Description	Quantity	Unit Cost	Amount								
		<p><b>Renovation of the Toilet and Pantry Area of the Office of the Director of Legal Services and the Public Toilet for the 1<sup>st</sup> and 2<sup>nd</sup> floor in the CRIC Building</b></p> <p>b. The contractor shall submit an International Organization for Standardization (ISO 9001:2015) Certificate in construction and contracting issued by an ISO certifying body.</p> <p><b>13. Payment Terms</b> The Schedule of Billing specified in the table below shall be followed by the contractor:</p> <table><thead><tr><th>Order of Billing</th><th>Project Accomplishment</th></tr></thead><tbody><tr><td>First (1<sup>st</sup>) Billing</td><td>At least <b>50%</b> of the work has been accomplished</td></tr><tr><td>Second (2<sup>nd</sup>) Billing</td><td>At least <b>80%</b> of the work has been accomplished</td></tr><tr><td>Final Billing</td><td><b>100% accomplished</b></td></tr></tbody></table> <p><b>C. SPECIFICATIONS</b></p> <p>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.</p> <p><b>1. Pre-Construction Phase Guidelines</b></p> <p>a. A joint site inventory must be conducted and signed by the contractor, GSD, and end-user;</p> <p>b. The contractor must submit to GSD his Program Evaluation Review Technique (PERT) Chart before the start of the project;</p> <p>c. The contractor must submit to GSD the list of manpower that shall be utilized for the project along with their respective</p> <p><b>2. Implementation Phase Guidelines</b></p> <p>a. The contractor must submit Weekly Progress Reports as mentioned in Item B.11.c of this document including photo documentations and weather update to GSD;</p> <p>b. The contractor must submit weekly their daily list of manpower;</p> <p>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;</p> <p>d. The BOC, thru its Technical Inspection and Acceptance Committee (TIAC) for Civil Works, reserves its right to conduct monitoring inspection, 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;</p>	Order of Billing	Project Accomplishment	First (1 <sup>st</sup> ) Billing	At least <b>50%</b> of the work has been accomplished	Second (2 <sup>nd</sup> ) Billing	At least <b>80%</b> of the work has been accomplished	Final Billing	<b>100% accomplished</b>			
Order of Billing	Project Accomplishment												
First (1 <sup>st</sup> ) Billing	At least <b>50%</b> of the work has been accomplished												
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Final Billing	<b>100% accomplished</b>												
page 4 of 8													
(Terms and Conditions stated at the back page of this P.O.)													
Conforme:		Very truly yours,											
<div>Signature over Printed Name of Supplier</div>		<div>ATTY. ERWIN T. MENDOZA</div> <div>Deputy Commissioner, Internal Administration Group</div>											
Date													
Funds Available:		ALOBS No.: 02-0107051-2025-04-037X											
DIVINA A. PANDO		Amount: 997,023.54											
Chief, Accounting Division													







<div>PURCHASE ORDER</div> <div>Bureau of Customs</div> <div>Agency</div>					
Supplier: S.U.HONG ARCHITECTURAL DESIGN		P.O. No.: 2025-03-0032			
T.I.N. : 624-918-896-000		Date : 31-Mar-2025			
		Mode of Procurement: Small Value Procurement			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:		Work Duration: 90 calendar days			
Date of Delivery :		Payment Term:			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Renovation of the Toilet and Pantry Area of the Office of the Director of Legal Services and the Public Toilet for the 1<sup>st</sup> and 2<sup>nd</sup> floor in the CRIC Building</b></p> <p>c. No fixtures shall be double trapped;</p> <p>d. All horizontal waste or soil pipe shall have a minimum slope of two percent (2%).</p> <p>e. All water line shall be Polypropylene Random Copolymer (PPR) Pressure Nominal (PN) 20. Said pipes shall be pressure tested before any cutting or installation is done.</p> <p>f. All sanitary and drainage pipe shall be PVC series 1000.</p> <p>g. All Toilet shall have individual Ventilation Pipe, use AAV for kitchen sink.</p> <p><b>9. Electrical Works</b></p> <p>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 subject to test necessary their fitness if so requires;</p> <p>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;</p> <p>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;</p> <p>d. Wires and Cables</p> <p>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.</p> <p>ii. Wires and cables shall be plastic insulated for 600 volts working pressure, type Thermoplastic High Heat-resistant Nylon-Coated (THHN) unless otherwise noted.</p> <p>iii. All wires and cables shall be color coded, color-coding of wires are as follows:</p> <p>(a) Line 1 – red</p> <p>(b) Line 2 – yellow</p> <p>(c) Line 3 – blue</p> <p>(d) Ground - Green</p> <p>iv. Minimum size of branch circuit wire shall be 3.5 mm2</p> <p>v. Wires 3.5 mm2 and bigger shall be stranded.</p> <p>e. Switches</p> <p>i. Switches shall be flush mounted and rated at 15</p> <p>ii. Switches shall be quiet type, spring loaded, and the</p>			
page 7 of 8					
(Terms and Conditions stated at the back page of this P.O.)					
Conforme:		Very truly yours,			
<div>SUN HONG ARCHITECTURAL DESIGN</div> <div>Signature over Printed Name of Supplier</div> <div>Date</div>		<div>ATTY. ERWIN T. MENDOZA</div> <div>Deputy Commissioner, Internal Administration Group</div>			
Funds Available:		ALOBS No.: 02-07107101-2025-04-0325			
DIVINA A. PANDO		Amount: 973,033.49			
Chief, Accounting Division					





TERMS AND CONDITIONS  
(PURCHASE ORDER)

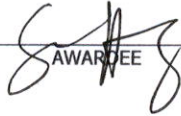
1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to the AWARDDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the BOC- Bids and Awards Committee and approved by the Commissioner of Customs.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring Entity's Administrative Service located at the Ground Floor, OCOM Bldg, Port Area, Manila not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.
- Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchased order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDDEE, without prejudice to the imposition of liquidated damages. The BOC shall then purchase the required item(s) from such other source(s) as it may determine with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualified from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribe under R.A. 9184 and its IRR.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods compliance with the technical specifications, and its order and condition will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as schedule even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the result of the inspection conducted be the Procuring Entity shall be final and binding upon the Supplier.
6. Rejected deliveries shall be construed as non – delivery of product(s)/ item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribe under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/ product(s) that may be discovered by the BOC within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment. The Goods to be delivered must comply with the minimum quality standards prescribed by existing laws, rules and regulations.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages upon non-performance by the Supplier of any of its obligations under the contract.

The imposition of liquidation damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the schedule delivery date. Any request for extension not acted upon before delivery date shall be considered denied

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid quotation and other documents required from the AWARDDEE shall form part of this Purchase Order.

Accepted By:

  
AWARDEE

REPUBLIC OF THE PHILIPPINES)  
CITY OF STA. MARIA BULACAN

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, personally appeared \_\_\_\_\_ known to me be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledge to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ ( 2 ) pages including this pages and its Annexes, signed by the parties and their materials witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APR 23 2025

Doc No. 64;  
Page No. 14;  
Book No. XXIV;  
Series of 2025

ATTY. SERVILLANO T. AGUSTIN  
NOTARY PUBLIC  
Until December 31, 2025  
PTR No. 1169202-01/02/24-Sta. Maria, Bulacan  
IBP No. 377488-12/28/23-Pasig City  
MCLE No. VII-00188362-04/14/2025  
Roll No. 40369





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*

## NOTICE TO PROCEED

**SUN ALEXIS MARIE U. HONG**  
**S.U. HONG ARCHITECTURAL DESIGN**  
Blk-3, Lot-18, Burgundy Homes, San Jose Patag,  
Santa Maria, Bulacan

Dear **Ms. Hong**:

The attached contract having been approved, notice is hereby given to *S.U. HONG ARCHITECTURAL DESIGN* that work may commence on the project **“Renovation of the Toilet and Pantry Area of the Office of the Director of Legal Services and the Public Toilet for the 1<sup>st</sup> and 2<sup>nd</sup> floor in the CRIC Building”** effective upon receipt and acceptance of this Notice.

You are responsible for performing the services in coordination with General Services Division (GSD) under the terms and conditions of the Purchase Order.

Very truly yours,

  
**ATTY. ERWIN T. MENDOZA**

Deputy Commissioner, Internal Administration Group

Received by:  **SUN ALEXIS MARIE U. HONG**

Date: April 28, 2025



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)