



30 September 2021

Date

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the Civil Aviation Authority of the Philippines (CAAP), Legazpi Airport, Legazpi City in connection with the implementation of the **Repair And Maintenance Of Various Firetrucks Of Virac Airport**. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **11 October 2021** at **2:00 p.m.** at the BAC Office/Conference Room, Ground Floor, Control Tower, Legazpi Airport, Legazpi City.

The following should be submitted together with the quotation:

1. Current Mayor's/Business Permit;
2. Phil-GEPS Registration Number; and
3. Valid license and/or certificate of Automotive Mechanic/Technician.

Other documentary requirements:

1. Omnibus Sworn Statement (*see attached format, maybe submitted together with the quotation or before issuance of Notice of Award*);
2. Latest Income & Business Tax Returns [*maybe submitted together with the quotation or within the deadline indicated in the notice to the bidder with the Lowest Calculated Bid (LCB).*]
  - 2.1 Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal duly stamped received by the BIR; and
  - 2.2 Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Bids filed through the Electronic Filing & Payment System (EFPS).
3. Additional Requirements to be submitted *before issuance of Notice To Proceed*:
  - 3.1 Work Schedule;
  - 3.2 Manpower Schedule;
  - 3.3 Work Method; and
  - 3.4 Performance Security.

Quotations not accompanied by current Mayor's/Business Permit, Phil-GEPS Registration Number, and valid license and/or certificate of Automotive Mechanic/Technician; shall be automatically disqualified.

## Scope of Work

### ***I. FIRETRUCK #1 (SIDES)***

- 1 General Body Repair
  - \*Restoration of body; replace window riser; repair and align door rear.
- 2 General Body Repaint
  - \*General body repainting; washover firetruck body; restore firetruck body markings; underchassis coating.
- 3 Upholstery
  - \*Driver seat and passenger seat; door sidings and ceilings.
- 4 Mechanical Works
  - \*Replace fan belt; change oil; carburator repair kit for pump engine; recondition of pump engine; replace fuel filter and air filter; check up brakes; replace all wheel cap; repair pump engine switch.
- 5 General Repair of Auto Electrical System
  - \*General repair electrical wiring system; restore auto electrical wiring and connections; check up alternator; repair starter assembly; replacement of defective parts and accessories (beacon light, tail light, headlight, 2 pcs battery); repair siren radio

### ***II. FIRETRUCK #2 (OSHKOSH)***

- 1 Mechanical Works
  - \*Change oil
- 2 Electrical Works
  - \*Replace batteries, battery relay and diode
- 3 Airconditioning Unit
  - \*Flushing and add freon

### **PLEASE ACCOMPLISH THE FOLLOWING ATTACHED FORMS:**

1. Bid Proposal (Annex "A")
2. Bill Of Quantities (Annex "B")
3. Detailed Estimate Form (Annex "C")

### **NOTE:**

*All pages of the Annexes must be duly signed by the bidder or his authorized representative. Bids/quotations not addressing or providing all of the required items where applicable shall be considered non-responsive and thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free.*

(Contractor's Logo On Main Page)

**REPAIR AND MAINTENANCE OF VARIOUS FIRETRUCKS OF VIRAC AIRPORT  
BID PROPOSAL**

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	Profit	%	VALUE				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) (5) x (8)	(10) 5% X [(5)+(9)]	(11) (9)+(10)	(12) (5)+(11)	(13) (12)/(3)
1.00	REPAIR WORKS	1.00	LOT									
<b>TOTAL AMOUNT</b>												

Submitted by: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Name of Company: \_\_\_\_\_  
 Date: \_\_\_\_\_

(Contractor's Logo On Main Page)

**BILL OF QUANTITIES**

**Project:** Repair And Maintenance Of Various Firetrucks  
 Of Virac Airport

**Location :** Virac Airport, Catanduanes

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	Repair Works				
	Pesos Amount	1.00	lot		
	in Words				
	and centavos				

Total Bid Amount (Php) :

\_\_\_\_\_

Total Bid Amount in Words:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by:  
 Printed Name:  
 Position:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAME OF PROJECT: REPAIR AND MAINTENANCE OF VARIOUS FIRETRUCKS  
OF VIRAC AIRPORT  
LOCATION: Virac Airport, Catanduanes  
SUBJECT: Bill of Quantities

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>I.</b>	<b>Firetruck #1 (SIDES)</b>				
<b>A</b>	<b>Materials</b>				
	Engine oil diesel	28.00	ltr		
	Engine oil gasoline	4.00	ltr		
	Fan belt	3.00	pc		
	2D Battery	2.00	pc		
	Beacon light	2.00	pc		
	Drier	1.00	pc		
	Wheel cap	24.00	pc		
	Autowire	4.00	roll		
	Window riser	4.00	pc		
	Headlight	4.00	pc		
	Spark plug	4.00	pc		
	Fuel filter	1.00	pc		
	Air filter	1.00	pc		
	Oil filter	2.00	pc		
	Tail light switch	1.00	set		
	Ignition switch	1.00	pc		
	Acetylene and oxygen	2.00	set		
	Welding rod	3.00	kl		
				<i>Material Cost ...</i>	
<b>B</b>	<b>Labor</b>				
	1 General Body Repair	1.00	lot		
	*Restoration of body; replace window riser; repair and align door rear				
	2 General Body Repaint	1.00	lot		
	*General body repainting; washover firetruck body; restore firetruck body markings; underchassis coating				
	3 Upholstery	1.00	lot		
	*Driver seat and passenger seat; door sidings and ceilings				
	4 Mechanical Works	1.00	lot		
	*Replace fan belt; change oil; carburator repair kit for pump engine; recondition of pump engine; replace fuel filter and air filter; check up brakes; replace all wheel cap; repair pump engine switch				
	5 General Repair of Auto Electrical System	1.00	lot		
	*General repair electrical wiring system; restore auto electrical wiring and connections; check up alternator; repair starter assembly; replacement of defective parts and accessories (beacon light, tail light, headlight, 2 pcs battery); repair siren radio				
				<i>Labor Cost ...</i>	

II.	Firetruck #2 (OSHKOSH)			
A	<b>Materials</b>			
	Battery 3SMF	4.00	pc	
	Engine oil diesel	28.00	ltr	
	Oil filter	1.00	pc	
	Battery relay	1.00	pc	
	Freon	3.00	kl	
	Diode	1.00	set	
				<i>Material Cost ...</i>
B	<b>Labor</b>			
	1 Mechanical Works	1.00	lot	
	*Change oil			
	2 Electrical Works	1.00	lot	
	*Replace batteries, battery relay and diode			
	3 Airconditioning Unit	1.00	lot	
	*Flushing and add freon			
				<i>Labor Cost ...</i>
A	<b>TOTAL MATERIAL COST</b>			
B	<b>TOTAL LABOR COST</b>			
C	<b>TOTAL EQUIPMENT RENTAL COST</b>			
D	<b>TOTAL DIRECT COST</b>			
<b>INDIRECT COSTS</b>				
1.	OCM	0.0%	of Estimated Direct Cost	
2.	CONTRACTOR'S PROFIT	0.0%	of Estimated Direct Cost	
E.	TOTAL OCM & PROFIT	0.0%	of D	
F.	VALUE ADDED TAX, (VAT)	5.0%	of (D + E)	
G.	TOTAL ESTIMATED INDIRECT COST ( F + E ), P			
H.	TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit			
	TOTAL ESTIMATED COST ( D + G ), P			
	TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit			

*Note: Tools and equipment shall be provided by the Contractor.*

Submitted by: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Name of Company: \_\_\_\_\_  
 Date: \_\_\_\_\_

The Approved Budget for the Contract (ABC) is **Six Hundred Eighty Nine Thousand Nine Hundred Eighty Six Pesos & 50/100 (Php 689,986.50).**

No. of Days to Complete: **Sixty five (65) calendar days.**

Very truly yours,

  
**EPIFANIO O. PRINIA, JR.**  
 Chairperson, Bids and Awards Committee

**MR. EPIFANIO O.PRINIA, JR.**  
Chairperson, Bids and Awards Committee  
BAC Office/Conference Room  
Ground Floor, Control Tower Building  
Legazpi Airport, Legazpi City

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

\_\_\_\_\_  
Signature Over Printed Name of Dealer/Supplier

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for **Repair And Maintenance Of Various Firetrucks Of Virac Airport** to the above-named dealer/supplier in accordance with the existing regulations.



ALAN O. LOBERDES  
Canvasser