



### **REQUEST FOR QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the "**Purchase of one (1) lot Sunshade roll-up/roll down window tint for ATS**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-158-12**

Name of Project : **Purchase of one (1) lot Sunshade Roll-up/Roll down window tint for ATS**

Approved Budget for: **Php500,000.00**

Specifications : See the attached Annex "B" for specifications

Location : Procurement Division, CAAP, MIA Road, Pasay City

Delivery Term : **30 calendar days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPs Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000; (**a.** Form must be in accordance with Section 25.3, 2016 IRR **b.** Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

Quotations exceeding the Approved Budget for the Contract shall be rejected.

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. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

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.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

**OSCAR B. DEMETILLO, JR.**  
CCC-Chairperson



**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Chairperson  
 Canvass and Contract Committee  
 Procurement Division, CAAP,  
 MIA Road, Pasay City

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

| Description   |      |            |             |
|---|------|------------|-------------|
| <b>Purchase of one (1) lot Sunshade roll-up/roll down window tint for ATS</b> |      |            |             |
| Specification   | QTY. | Unit Price | Total Price |
| Please see attached specifications/TOR at Annex "B"                           |      |            |             |
| Total (Inclusive of VAT)  |      |            |             |

(Amount in Words) \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Position

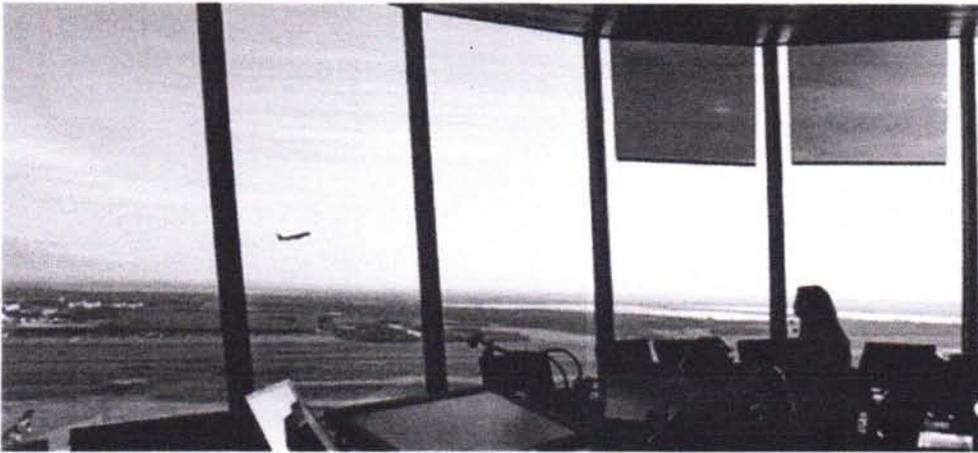
\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Contact No.

\_\_\_\_\_  
 Email Address



DuPont Mylar clear sheet film or other manufacturer approved by the end user



## TERMS OF REFERENCE

### SUPPLY/INSTALLATION AND DELIVERY OF ATCT TRANSPARENT PLASTIC WINDOW SHADES

#### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. This section includes requirements for material, fabrication and installation of transparent plastic window shades for use in Air Traffic Control Tower. Shades shall be installed on all exposures of the cab as specified.

##### 1.2 SUBMITTALS

- A. Product Data: For plastic window shades; include a material list.
- B. Shop Drawings: include plans, elevations, sections and details, details of installation, operational clearances, and relationship to adjoining work. Dimensions shall be verified by field measurements before fabrication and indicated on shop drawings.
- C. Material samples of primary and/or secondary shade material(s)
- D. Maintenance data for shades and all associated hardware.
- E. Qualification Data: For manufacturer and installer.
- 1.3 The offeror agrees to furnish any additional information as the end-user may request to verify the above information and evaluate the offer.

#### PART 2 - PRODUCTS

##### 2.1 TRANSPARENT PLASTIC WINDOW SHADES

- A. Manufacturers: Provide products designed for ATCT use by the following manufacturers:
1. Madico, inc.
  2. Plastic-View ATC
  3. Solar-Screen
  4. Other manufacturer meeting the criteria of this specification and acceptable to the end-user.

##### 2.2 MATERIALS

- A. Shade material shall be manufactured from the polyester type polymer in accordance with the required specification of ATCT like Dupont Mylar clear sheet film or other manufacturer approved as similar specification approved by the end-user. Fire resistant rated "self-extinguishing to very slow burning", fire test melting point 500deg. F, combustion 977 deg. F. no toxic hazard.
- B. Transparent Plastic Shade Film Construction: Shade product shall consist of 5 mil, 3-ply laminated polyester film. Two sheets of polyester vat dyed gray, hard coat S/R applied to

one side. Both exposed sides of the shade film surfaces shall be protected with a scratch resistant coating. The final film construction shall be optically clear and totally transparent. Surface tinting and/or color adhesives are not acceptable.

- C. Visible Light Transmission: Shade shall transmit no more than 4 percent of the visible solar energy (from 380 to 780 nanometers) when measured by Association of Industrial Metallizers, Coaters, and Laminators (AIMCAL) Standard Methods.
- D. Ultra-Violet Transmission: Shade shall transmit no more than 2 percent of the ultra-violet solar energy (from 300 to 380 nanometers) when measured by AIMCAL Standard Methods.
- E. Total Solar Energy Rejected: Shade will reject 60.5 percent of the total solar energy transmitted (from 360 to 2100 nanometers) when measured by AIMCAL Standard Methods.
  - 1. Solar Absorptions: 61 percent.
  - 2. Shading Coefficient: 0.45.
  - 3. Solar Heat Gain Coefficient: 0.40.

### 2.3 FABRICATION

- A. Bottom Bar: Shades shall have a flat 1-inch by 1/2 inch, dull black, full width metal hemline bar, minimum of 26 gage, at bottom onto which the pull cord and shade are attached. Bar will have a minimum of three (3) rollers designed to prevent scratching the window glass. Black plastic caps shall be provided on each end of hemline bar to cover any sharp exposed edges.
- B. Shade Cords: Shade cords shall be black and of sufficient length to route around equipment to cord lock positions whenever required. The cords shall be 9/64 inch diameter rope made of 4.5 Duro Nylon and shall be attached underneath the center of the bottom of the hemline bar.
- C. Shade Rollers: Shades shall be mounted on a minimum 1-3/4 inch diameter corrosion resistant metal wrapped roller. The rollers shall be spring loaded, single piece barrel, with a reusable safety cotter key type retainer installed through both end pins and washers to prevent roller from falling out of mounting brackets. Constant tension in shades is required. The shade roller shall have brushes that remove dust from the shade as it is rolled up, but does not hinder the roll down operation.
- D. Motorized Shade Roller
  - 1. Tubular motor shall be contained within 2-inch shade roller. Motors shall be asynchronous, protected by automatic thermal cutoff and 120 VAC/60 HZ UL approved. Externally adjustable limit switches shall be provided to stop the shade at uppermost and lowermost shade position. Use noise reduction roller brackets. Speed shall be 16-30 rpm.
  - 2. Shades shall be individually switched for each unit. A master control unit and individual control units shall be located in accordance with requirements specified in individual task orders. Hand cranks shall be provided for operation in the event of power or motor failure.
- E. Mounting Brackets: Provide mounting brackets with a 2-1/4 inch resting ledge. Standard ceiling brackets are not acceptable. A label stating "THIS END DOWN" with an arrow pointing in the proper installation direction of the roller into the mounting brackets shall be placed on the spring motor end of each shade roller. The shade film laminate material shall be mounted on rollers to minimize ridging. Roll-off direction of material from roller shall be as directed by the shade manufacturer for use in the tower cab.

- F. Each shade shall have a label or other approved suitable means that specifies and identifies the proper roll-off direction.
- G. Each shade shall have a manufacturer's label attached to the metal bar hemline giving cleaning instructions and the telephone number for emergency service.
- H. Lock Pulley. Lock pulleys shall consist of a roller and a spring return side action cam cord grip.
- I. Cord Direction Change Pulley: Provide cord direction change pulley which shall be used to route shade cord around obstructions where they exist. Pulleys shall be positioned in direct line with cord outlet on metal hemline.
- J. Shade Size: Shade roller width shall be within 1/2-inch of maximum possible width as determined by physical limitations. Shade material width with shade fully drawn shall be to within 1 inch of columns on bias cut sides and to within 1-3/4 inch of columns on vertical cut sides. Horizontal seam shall be located a minimum of 55 inches from the bottom of the shade. Shades in ATCT cabs shall be bias cut when required. To ensure a safe roll-up, a minimum of 15 inches of shade material shall remain on the roller when the shade is fully extended.
- K. Measuring for Shades: Measuring and positioning for shades shall be performed strictly in accordance with the shade manufacturer's instructions. Marks showing the precise position of all brackets, pulleys, and metal hemline positions as related to the factory measuring instructions shall be provided.

### PART 3 - EXECUTION

#### 3.1 COORDINATION

- A. Individual task orders will include site-specific requirements for each project. These requirements will include, but not be limited to:
  - 1. Allowable working hours
  - 2. Project coordination requirements
  - 3. Project schedule that includes a schedule for deliverables.
  - 4. Pre-installation site visit(s) to field verify all measurements prior to fabrication

#### 3.2 INSTALLATION

- A. Install roller shades level, plumb, and aligned with adjacent units according to manufacturer's written instructions. Allow clearances for window operation hardware.
- B. Shades shall be installed in shade recess pockets or on wood or metal plates. Shades shall follow the slope of cab glass as closely as practical within physical limitations of air ducts and other equipment. No drilling shall be done in vertical uprights of cab because some uprights may contain electrical cables.
- C. Spring tension in roller shall be manually adjusted so that shades roll comfortably and do not bind.
- D. In order to safely control and limit the shade travel, the installer shall make two knots in the shade cord. One knot shall be placed before the lock pulley to prevent the metal hemline bar from hitting the windowsill. The second knot shall be placed after the lock pulley to prevent the metal hemline bar from hitting and overrunning the shade roller. Adherence to "THIS END DOWN" label when installing shade will prevent improper roller installation which

can result in a locked shade situation when the metal bar hemline is near the lock pulley and cannot be pulled down to release the spring motor cam lock.

- E. For motorized shades, check limit switches for control and shade travel. Test controls at each console for operations. Prevent improper roller installation by strict adherence to the "THIS END DOWN" label when installing shade.
- F. Shades shall be able to operate at a moment's notice; to gain unimpeded rapid access for the use of emergency light guns. The inability for one controller to "snap-up" the shade in an emergency endangers lives, and system that does not meet the unimpeded rapid access will not be approved.
- G. Adjust and balance roller shades to operate smoothly, easily, safely, and free from binding or malfunction throughout entire operational range.
- H. Clean roller shade surfaces after installation, according to manufacturer's written instructions.

Prepared by:



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