



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

_____ Date

REQUEST FOR PRICE QUOTATIONS
 No. C18-025-03

GENTLEMEN:

You are cordially invited to submit and quote your lowest price on the following supplies, materials and/or equipment listed hereunder. Please be informed that this procuring entity shall only consider price quotations within Approved Budget Cost (ABC) Php90,000.00

Your price quotation shall include the following documents and submitted in a sealed envelope, indicating the Solicitation No. / Reference No.:


- | | |
|--|--|
| 1. Proposal in your official letterhead; | 6. Latest Business Tax Return for the last two (2) quarter before the opening of the quotations; |
| 2. Copy of this request; | 7. Mayor's Permit; |
| 3. Brochure if applicable; | 8. Tax Clearance; |
| 4. Philgeps Registration; | 9. Omnibus Sworn Statement |
| 5. Annual Income Tax Return; | |

Furthermore, the period of servicing and maintenance must be within 1 year from your receipt of the procuring entity's contract agreement and notice to proceed.

Submission of quotations must be made at this Office on or before the opening of quotations scheduled on APRIL 13, 2018 at 10:00 AM at the CAAP-Procurement Division, Old QRT Building.

Please be guided accordingly.

Very truly yours,


OSCAR B. DEMETILLO, JR.
 Chairperson, Canvass and Contract Committee

Qty	Unit	COMPLETE DESCRIPTION OF ARTICLE	Unit Price	Amount
1	lot	Servicing and maintenance of Air Conditioning System at Manila Control Tower Facility for one (1) year (please see attached scope of work and other details)		

The Chairman, Canvass and Contract Committee
 Civil Aviation Authority of the Philippines
 Pasay City, Metro Manila

Sir:

In compliance with your request for price quotations and in behalf of _____, We hereby commit to faithfully comply with all the requirements relative to this request. It is fully understood that our failure to furnish and deliver the items as herein quoted will disqualify our firm to participate in future biddings conducted by the Authority.

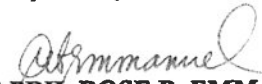
Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
MIA Road, Pasay City, Metro Manila 1300

PROGRAM OF WORK NO. : CAA # B-02-128
DATE : 2/7/18

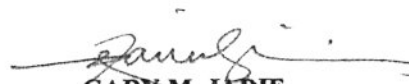
Project : **SERVICING AND MAINTENANCE OF AIRCONDITIONING SYSTEM AT MANILA CONTROL TOWER FACILITY**
Location : **MANILA CONTROL TOWER FACILITY**
Classification : **B. Professional Services**
Appropriation : **APP CY 2018 (0059 – Other Repair and Maintenance of CNS Equipment and Ancillaries)**
Amount Appropriated : **Php90,000.00**

Item	Qty.	Unit	Description	Unit Cost	Total Cost	
1	1	lot	Servicing and Maintenance of Air Conditioning System at Manila Control Tower Facility	90,000.00	PhP	90,000.00
			Number of ACU to be serviced:			
			5 units - Ceiling Mounted MRV Indoor			
			2 units - ACCU MRV Outdoor			
			Notes:			
			<i>See attached details.</i>			
SUB-TOTAL :				PhP	90,000.00
TOTAL :				PhP	90,000.00


Prepared By:


APRIL ROSE B. EMMANUEL
CNS Systems Officer IV, ANOD

Checked By:


GARY M. JADIE
Division Chief III, ANOD

Submitted By:


FELIPE D. LABADO
Department Manager III, ANOD

Recommend Approval :



ARNOLD R. BALUCATING
Acting Chief, Air Navigation Service

Funds Earmarked:


JOCELYN L. CHING
Department Manager III, Finance Dept.

APPROVED :

By the Authority of the Director General:


CAPTAIN DONALDO A. MENDOZA
Deputy Director General for Operations

Handwritten notes:
2/7/18
HARD COPY

SERVICING AND MAINTENANCE OF AIR CONDITIONING SYSTEM
Manila Control Tower Facility

Work:

1. The Professional ACU maintenance service provider shall conduct and perform the following on a monthly basis:
 - a. Inspection of all components of the airconditioning system;
 - b. Checking of the operation of the airconditioning system and perform adjustments and repairs in case of minor defects, as needed;
 - c. Cleaning of air filter and external parts of the evaporator;
 - d. Checking of equipment base pan and drainage to verify if clogged or not;
 - e. Submit a report to the FIC on the result of the monthly preventive maintenance including recommendations in case major defects are found during the inspection. A Trouble Analysis Report (TAR) shall be submitted to this effect.


2. The Professional ACU maintenance service provider shall conduct and perform the following on a quarterly basis:
 - a. General cleaning of fan coil units (FCU);
 - b. Inspection of all components of the airconditioning system;
 - c. Checking of the operation of the airconditioning system and perform adjustments and repairs in case of minor defects, as needed;
 - d. Check all thermostat and electrical control;
 - e. Check airflow and temperature;
 - f. Check vibration of the equipment;
 - g. Check current and voltage of the equipment;
 - h. inspect belts and adjust, if necessary for correct tensions;

3. In addition to the above, the service maintenance contract shall also cover the following:
 - a. Free labor on attendance by the contractor's personnel for trouble calls during regular business hours;
 - b. Free pull out and delivery of units in case necessary to be brought to the contractor's shop/repair facility.

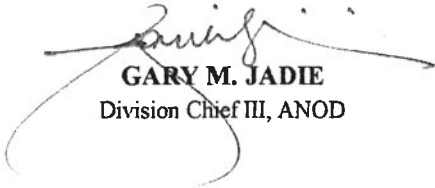
4. This maintenance contract does not include the cost for materials and supplies necessary to be replaced once major defects are determined.

5. All equipment subjected to repair and restored back to normal operating status shall be covered by a minimum of three (3) months warranty against defects and workmanship.


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