



**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 **“Preventive Maintenance of Air – conditioning Units at CATC for One Year”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C20-045-12**  
Name of Project : **Preventive Maintenance of Air – conditioning Units at CATC for One Year**  
Approved Budget for : **Php900,000. 00**  
Specifications : See the attached Annex “B” for specifications  
Location : Procurement Division, CAAP, MIA Road, Pasay City  
Delivery Term : \_\_\_\_\_ 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 damaged 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>Preventive Maintenance of Air - conditioning Units at CATC for One Year</b>			
Specification	QTY.	Unit Price	Total Price
Please see attached specification 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



**DETAILS OF EXPENDITURES**

**NAME OF PROJECT :** PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS  
**LOCATION/ VENUE :** Civil Aviation Training Center, Merville Pasay, City  
**ESTIMATED COST OF PROJECT:** Php900,000.00

**DETAILED ESTIMATE OF PROPOSED WORK**

Particulars	No. of pcs.	Unit Cost per set (PhP)	Amount (PhP)
PREVENTIVE MAINTENANCE FOR THE FF: (91) Haier Ceiling type Air-conditioning units - CATC Main Building (7) LG Split type Air-conditioning units - CATC Main Building (7) Daikin Split type Air-conditioning units - CATC Technical Building (6) Daikin Ceiling type Air-conditioning units - CATC Technical Building Note: Must be an authorized Haier Servicing Center	1 lot	225,000.00 X 4 quarters	900,000.00
			<b>P900,000.00</b>

**Total: Nine Hundred Thousand Pesos Only (Php900,000.00)**

**I. SCOPE OF WORKS MAINTENANCE SERVICES**

- **VRF**
  - a. **General inspection for noise and vibration & adjustment if required**
  - b. **Monitor refrigerant temperature & pressure**
  - c. **Inspect/check compressor oil**
  - d. **Check oil /filer drier**
  - e. **Check/ clean condenser water line strainer**
  - f. **Check operating data system to determine operation efficiency**
  - g. **Check/clean electrical controls**
  - h. **Check all safety component of the unit including pressure switches, temperature, gauges etc.**
  - i. **Minor adjustment and calibration of electrical and electronic controls**
  - j. **Replacement of minor parts, components, and accessories not requiring extensive dismantling**
  - k. **Tightening of flare nuts, flange connection, diaphragm valve, and dampers**
  - l. **General cleaning of condenser and evaporator heat exchanger of every unit.**
- **FAN COIL UNIT, WALL**
  - a. **Check cooling coils and clean with pressurized washer**
  - b. **Check for abnormal noise/vibration**

- c. Clean air filter, drain pan, and drain pipe
  - d. Check for leaks in gaskets & replace gasket if necessary
  - e. Check panel for corrosion, derust and repair if necessary
  - f. Check/clean electrical controls and indicator lights
  - g. Check thermostat/timer
  - h. Check/ clean air blower
  - i. Check rubber insulation
  - j. Check coupling between blower and motor
  - k. Check pressure gauge and thermometer
  - l. Calibration of thermostat controller
  - m. Testing for leaks in the pipe connection including coil assembly
  - n. Monthly cleaning of air filters
  - o. General cleaning of the entire unit that includes evaporator coils, drain pan assembly, blower wheel assembly, and cabinet assembly to be done every three (3) months
  - p. Conduct vibration test of bearings, blowers, and other moving components
  - q. Flushing of drain line using nitrogen gas to remove solid particles that can cause clogging
  - r. Check up supply air temperature and room temperature
- II. ELECTRICAL WORKS**
- a. Check during operation: supply voltage, noise levels, and vibration as well as fan motor rotation
  - b. Check-up the line current and cleaning / re-tightening of electrical control and terminals
  - c. Monitor phase rotation of electrical power supply

**Requested by:**

  
**DIANA INES C. BRIÑAS**  
 ADG-I/Chief, CATC

**Funds Available:**

  
**JOCELYN L. CHING**  
 Chief, Finance Department

**Approved:**

  
**BGEN John L. Estabillo (AFP Ret)**  
 OIC, DDG for Administration