



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 (PM) servicing of Air Conditioning Units (ACU’s) at ANS Technical Center”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C21-040-07**
Name of Project : **Preventive maintenance (PM) servicing of Air Conditioning Units (ACU’s) at ANS Technical Center**
Approved Budget for: **Php194,850.00**
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 damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.


ALMA BELLA M. GILO
CCC-Vice Chairperson



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Annex "A"

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			
Preventive maintenance (PM) servicing of Air Conditioning Units (ACU's) at ANS Technical Center			
Specification	QTY.	Unit Price	Total Price
Please see attached specifications at Annex "B"			
		• Inclusive of Delivery	
		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



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PROGRAM OF WORK

Name of Project : Preventive Maintenance (PM) Servicing of Air Conditioning Units (ACU's) at ANS Technical Center
 Location : ANS Technical Center
 Classification : Professional Services
 Appropriation : APP FY 2021 (Item No. 0026)
 Estimated Cost of Project : Php 194,850.00

SCOPE OF WORK FOR ACU'S, TRIANNUAL PREVENTIVE MAINTENANCE (PM)	
1.	Visual inspection of the units. Check for leaks, vibration, dust, corrosion, and exposed mechanical and electrical components.
2.	Cleaning of air dust filters, evaporator coils, fan coils, condenser coil, panels, grills, and covers using pressurized washer.
3.	Flushing of drain lines with pressurized water.
4.	Retightening of electrical connections.
5.	Drying of electrical components and controls using air blower.
6.	Checking of indoor and outdoor fan motors and fan blades alignment. Check thermostats and remote controllers. Adjust if necessary.
7.	Check compressors and blowers. Check parameters, such as current drawn, temperature and pressure reading (compare with normal parameter readings).
8.	Straightening of dented fins.

Number of days to complete: First PM within Thirty (30) Calendar Days

TRIANNUAL PREVENTIVE MAINTENANCE COST ESTIMATE						
ITEM	DESCRIPTION	UNIT	QTY.	TRIANNUAL PM UNIT COST	TRIANNUAL PM TOTAL COST	ANNUAL COST
1	Triannual Preventive Maintenance (PM) of Wall-mounted ACU's	units	27	Php1,950.00	Php52,650.00	Php157,950.00
2	Triannual Preventive Maintenance (PM) of Floor-mounted ACU's	units	6	Php2,050.00	Php12,300.00	Php36,900.00
TOTAL NO. OF UNITS			33	TOTAL COST (VAT INCL.)		PHP 194,850.00

Prepared by:

ROGER P. ABALO
 ANF ENGR II, EMMID-ANOD

Checked by:

FLORIAN S. ATIENZA
 Acting Chief, EMMID-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 Authority of the Director General:

BGEN JOHN L. ESTABILLO AFP (RET)
 Deputy Director General for Administration