



**REQUEST FOR QUOTATION**

**Date: April 20, 2022**  
**RFQ No: RFQ-01-2022**

Name of Supplier/Company: **CONCEPCION-OTIS PHILIPPINES, INC.**

Address: **Ayala Avenue, Makati City, Metro Manila, NCR, Philippines**

**The Civil Aviation of the Philippines - Area XI** through its Bids and Awards Committee (BAC) intends to perform **Direct Contracting** in the procurement of **PREVENTIVE MAINTENANCE OF ELEVATORS AND ESCALATORS (SERVICE CONTRACT)**. The details of this Direct Contracting is indicated in the table below:

LOCATION OF SUPPLIER/CONTRACTOR	DESCRIPTION OF CONTRACT
Davao City	1 LOT SUPPLY OF LABOR AND PARTS FOR THE CONTRACT: <b>PREVENTIVE MAINTENANCE OF ELEVATORS AND ESCALATORS (SERVICE CONTRACT)</b>

The Direct Contracting for procurement of the **PREVENTIVE MAINTENANCE OF ELEVATORS AND ESCALATORS (SERVICE CONTRACT)** will be undertaken in accordance with Section 50 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

As such, the **exclusive contractor** is invited to accomplish and submit this request for quotation together with three (3) original or certified true copies of **(1) Current and unexpired exclusivity certificate, (2) Registration Certificate from SEC, DTI or CDA; (3) Mayor’s/Business Permit; (4) Income/Business Tax Return; and (5) Certificate of PhilGEPS Registration that shows the Registration Number**, signed by the company’s authorized representative, not later than **APRIL 25, 2022**.

Furthermore, you shall also submit one (1) original and two (2) CTC of following documents in three (3) separate folders upon award:

- (1) Occupational Safety and Health Certificate issued by DOLE Region XI;**
- (2) Gantt Chart showing the schedule of work activities within the period;**
- (3) Organizational Chart showing the personnel assigned for the project (Project-in-Charge/Manager and Safety Officer); and**
- (4) Manpower Schedule.**

In addition for this procurement of **non-expendable supplies**, a warranty security shall be required from the contract awardee for **a minimum of one (1) year**, after acceptance by the office of the delivered supplies, as per Section 62.1 of the 2016 Revised IRR of RA 9184. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least **five percent (5%)** of every progress payment, or a special bank guarantee equivalent to at least **five percent (5%)** of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

You shall submit your quotation directly at our office. For more information please contact the Office of the BAC Secretariat Head. Details below:

**STEPHANIE SHANE M. ORQUIZA**  
 BAC- Area XI Secretariat Head  
 Civil Aviation Authority of the Philippines  
 Davao International Airport, Daang Maharlika Highway,  
 Buhangin, Davao City  
 Telephone number: (082) 232-8030 local 3256  
 Email address: baccaapareaxi@gmail.com



**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

*Ladies and/or Gentlemen:*

*Please quote your lowest price, taxes included, government discount, terms and period of delivery of the following supplies, materials and/or equipment listed hereunder for the account and official use of CIVIL AVIATION AUTHORITY OF THE PHILIPPINES. Moreover, it is requested that your price quotation be submitted in a sealed envelope.*

*Truly yours,*

**EDGARDO C. CUETO**  
*BAC Chairperson*

**TECHNICAL SPECIFICATIONS**

Item No.	SPECIFICATIONS	QTY	UNIT
	<b>PREVENTIVE MAINTENANCE OF ELEVATORS AND ESCALATORS (SERVICE CONTRACT)</b>	12	MONTHS
1	Servicing of escalator and elevators		
2	Replacement of parts		
	/// NOTHING FOLLOWS ///		

**QUOTATION**

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item No.	SPECIFICATIONS	QTY	UNIT	OFFERED QUOTATION PRICE PER UNIT	TOTAL OFFERED QUOTATION	SPECIFY BRAND/MODEL (IF ANY)
	<b>PREVENTIVE MAINTENANCE OF ELEVATORS AND ESCALATORS (SERVICE CONTRACT)</b>	12	MOS			
1	Servicing of escalator and elevators					
2	Replacement of parts					
<b>TOTAL OFFERED QUOTATION IN WORDS AND IN FIGURES</b>						

**SCHEDULE OF REQUIREMENTS**

DELIVERY AND WORK COMPLETION PERIOD	INDICATE IF "COMPLY" OR "CANNOT COMPLY"
REQUIRED: <b>APRIL - DECEMBER 2022</b>	

**TERMS AND CONDITIONS**

- 1. Bidders shall provide correct and accurate information required in this form.



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
Bids and Awards Committee – Area XI  
Davao International Airport - Area Center  
Daang Maharlika Highway, Buhangin, Davao City

2. This is an item to be procured in **LOT**. Therefore, bidders shall quote for all items included in this contract.
3. Price quotation must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Any erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
7. The item shall be delivered according to the requirements specified in the Technical Specifications and Schedule of Requirements.
8. The CAAP-Area XI shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The bidder shall adhere and follow the COVID-19 measures and regulations of CAAP-DIA in terms of delivery and/or rendering of services.
10. In connection with the Cabinet Action/Decision File No. 437-020518-07-18 from the Cabinet Secretary to the Secretary of the Department of Public Works and Highways (DPWH) and Department of Transportation (DoTR) dated February 5, 2018, the Supplier hereby covenants with the Entity that a slippage of more than thirty (30) days in the original schedule would result in **non-payment, the cancellation of contracts, blacklisting of the erring contractor and the entry of a new contractor who will finish the project.**
11. In connection with the DOTr Memorandum dated July 10, 2018, the Supplier hereby covenants with the Entity that; *"in order to ensure that projects are awarded to qualified bidders, to eliminate corruption, and to guarantee timely completion of projects, **no advance payments or mobilization fees shall, as a rule, be extended or paid with respect to any project of the Department.**"*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Accomplished

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone Number/ Mobile No.

\_\_\_\_\_  
Email address