



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 "**Calibration of various test and measuring instrument at various ANS Facilities**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-014-05**

Name of Project : **Calibration of various test and measuring instrument at ANS Facilities**

Approved Budget for: **Php997,700.00**

Specifications : See the attached Annex "A" for specifications

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

Delivery Term : **Forty-Five (45) CD** 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 or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income/Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Notarized Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000; (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 **one hundred twenty (120)** 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			
Calibration of various test and measuring instrument at various ANS Facilities			
Specification	QTY.	Unit Price	Total Price
Please see attached specification 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



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PROGRAM OF WORK

*CBA(MDOE) 22-02-0117
 Feb. 22, 2022*

Name of Project : Calibration of Various Test and Measuring Instruments
 Location : Various AN Facilities
 Classification : Goods
 Appropriation : APP FY 2021 (Item No. _____)
 Estimated Cost of Project : Php 997,700.00

*P.R # 2022-05-023
 dated May 10, 2022*

SCOPE OF WORK	
1.	Pick-up and delivery of test and measuring instruments from ANS Main Office to Calibration Laboratory and vice-versa.
2.	In-house calibration of test and measuring instruments using calibrated reference standards and calibration methods compliant to ISO 17025.
3.	Generation, printing and submission of calibration reports/certificates duly signed by calibration personnel.
4.	Placing of calibration stickers to units that passed the calibration.
5.	Tagging of units that failed the calibration.

Number of days to complete: Forty-five (45) Calendar Days

LIST OF TEST AND MEASURING INSTRUMENTS/COST ESTIMATE					
ITEM	NAME OF ITEM	UNIT	QTY.	UNIT COST	AMOUNT
	Various Test and Measuring Instruments	units	23		Php997,700.00
	<i>(please see attached list)</i>				
CALIBRATION COST					PHP 997,700.00

BREAKDOWN OF ESTIMATED COST				
		% of Total		
Calibration Cost (VAT Excl.)	Php997,700.00		Direct Cost	Php997,700.00
TOTAL	Php997,700.00		TOTAL EST. COST (VAT Incl.)	Php997,700.00

Prepared by:

Checked by:

Submitted by:

FLORIAN S. ATIENZA
 Acting Chief, EMMID-ANOD

NOEL S. GUMAYAGAY
 Acting Chief, ANFMD-ANOD

ELMER E. GOMEZ
 Acting Dept. Manager III, ANOD

Recommend Approval:

Funds Earmarked:

ARNOLD R. BALUCATING
 Acting Chief, Air Navigation Service

JOCELYN L. CHING
 Dept. Manager III, Finance Dept.

APPROVED:

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



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LIST OF TEST AND MEASURING INSTRUMENTS/COST ESTIMATE

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ITEM	QTY.	UNIT	DESCRIPTION	BRAND	MODEL		UNIT COST	TOTAL COST	
RF TEST & MEASURING INSTRUMENTS:									
1	5	units	Communications Service Monitor	Aeroflex	2945B		98,600.00	PHP 493,000.00	
2	2	units	Communications Service Monitor	Aeroflex	2945A		98,600.00	PHP 197,200.00	
3	11	units	Thruline Wattmeter	Bird	43		18,500.00	PHP 203,500.00	
4	1	unit	Spectrum Analyzer, 9 kHz - 7 GHz	Agilent	N9322C		74,000.00	PHP 74,000.00	
5	2	unit	Graphical Multimeter	Fluke	867B		7,500.00	PHP 15,000.00	
5	2	unit	Digital Multimeter	Fluke	1750		7,500.00	PHP 15,000.00	
	23		TOTAL COST (VAT Incl.):						PHP 997,700.00

Prepared by:


FLORIAN S. ATIENZA
Acting Chief, EMMID-ANOD



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TERMS OF REFERENCE:	
I. Compliance to International Standard	
1	The calibration laboratory must be an ISO/IEC 17025 accredited laboratory and must be capable to perform calibration of test and measuring instruments listed in the BOM to ISO/IEC 17025 standards.
II. Type of Calibration	
2	Calibration type is 17025 accredited calibration.
III. Details of Calibration	
3	The end-user (CAAP-ANS) shall be responsible for the shipment of the test and measuring instruments from the Air Navigation Facilities to the ANS Main Office and vice-versa.
4	The end-user (CAAP-ANS) shall ensure that the test and measuring instruments including its accessories are complete and operational before turning it over to the contractor and shall prepare an inventory list of these for reference.
5	The end user (CAAP ANS) shall be responsible for the proper packaging of the test and measuring instruments to ensure its safe transport.
6	The Contractor shall be responsible for the pick-up and return of the test and measuring (T&M) instruments at the ANS Main Office at no additional cost to CAAP.
7	Other necessary documents that will be required incidental to the calibration of these T&M Instruments shall be processed by the contractor at no additional cost to CAAP.
8	A calibration certificate shall be issued for each test and measuring instrument calibrated. Calibration stickers shall also be placed in the units.
9	Test instruments that are found defective or unable to be adjusted to manufacturer's specifications will be set aside and tagged as defective. Evaluation shall also be indicated in the certificate or in a separate report.
10	Units found defective or cannot be adjusted to manufacturer's specifications shall be charged not more than 40% of the quoted price to serve as evaluation fee with the revised quote reflected in the billing invoice.
11	Warranty shall not apply since the scope of works is limited to calibration of the units only.
12	The number of days to complete the project is forty-five (45) calendar days upon receipt of the contract agreement or notice to proceed.

Prepared by:


FLORIAN S. ATIENZA
 Acting Chief, EMMID-ANOD