



**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 “Repair of various Air Conditioning Units at Technical Center” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C22-078-10  
Name of Project : Repair of various Air Conditioning Units at Technical Center  
Approved Budget for Contract : P116,600.00  
Terms : See the attached Annex “A” for Terms of Reference and corresponding Specifications  
Location : Procurement Division, CAAP, MIA Road, Pasay City  
Delivery Term : **Thirty (30) calendar days** from the receipt of Notice for Compliance (Note: Partial Delivery is **allowed**)  
Delivery Time : 8:00 AM – 4:00 PM (working days)

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an 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 Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC’s above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (Annex “A”) during submission of offer/Quotation and,
7. Brochure if applicable

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid**.

Price quotation/s must be valid for a period of thirty (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 damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

  
**ATTY. JOHN BEAU B. MASIGLAT**  
CCC-Chairperson





**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Chairperson  
 Canvass and Contract Committee  
 Procurement Division, CAAP,  
 MIA Road, Pasay City

Sir:

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:

<b>Description</b>				
<b>Repair of various Air Conditioning Units at Technical Center</b>				
<b>Specification</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Leak repair and system re-process of ACU (refrigerant R-22) at Logistic-3 room	1	lot		
Supply, delivery, and replacement of Discharge Temperature Sensor of ACU at Logistic-4 room	1	lot		
Leak repair and system re-process of ACU (refrigerant R-410a) at Logistic-3 room	1	lot		
Leak repair and system re-process of ACU (refrigerant R-410a) at Calibration room	1	lot		
Supply, delivery, and replacement of Outdoor Main PCB of ACU at Conference Room	1	lot		
Supply of labor and material for re-insulation of ACU at Admin Office	1	lot		
<b>SCOPE OF WORK:</b>				
1. Leak repair and system re-process of ACU at Logistics-3 room of Technical Center Building. Include supply of Refrigerant R-22 and other materials needed for leak repair, testing, and re-processing.				
2. Supply, delivery, and replacement of Discharge Temperature Sensor of ACU at Logistic-4 room at Technical Center Building				
3. Leak and repair system re-process of ACU at Logistic-3 room Of Technical Center Building. Include supply of Refrigerant R-410a and other materials needed for leak repair, testing, and re-processing.				
4. Leak repair and system re-process of ACU at Calibration room of Technical Center Building. Include supply of Refrigerant R-410a and other materials needed for leak repair, testing, and re-processing				
5. Supply, delivery and replacement of Outdoor Main PCB (Outdoor ACU Model: Daikin RKC60QVM) for Daikin ACU at ANS Technical Center Conference Room.				
6. Supply of labor and materials for the re-insulation of piping of ACU at Admin Office of ANS Technical Center.				
7. Includes remedial measures and recommendations if an additional defect (not included in the repair job) be detected during the course of installation.				
8. Includes testing and commissioning of all ACU Units included in this Program of Works.				
9. Include six (6) months warranty from date of repair and one (1) year warranty for parts replacement.				
Inclusive of Delivery				
				<b>Total (Inclusive of VAT)</b>

(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



### TERMS OF REFERENCE

Name of Project	: Repair of Various Air Conditioning Units at Technical Center
Approved Budget	: Php 116, 600.00
Delivery Period	: Thirty (30) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is <b>allowed</b>.</i>
Delivery Location	: ANS Technical Center <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.</i> <i>A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery.</i> <i>A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	: Payment upon full delivery and subject to usual government accounting rules and regulations.

#### Technical Specifications:

SCOPE OF WORK
1. Leak repair and system re-process of ACU at Logistic-3 room of Technical Center Building. Include supply of Refrigerant R-22 and other materials needed for leak repair, testing, and re-processing.
2. Supply, delivery and replacement of Discharge Temperature Sensor of ACU at Logistic-4 room of Technical Center Building.
3. Leak repair and system re-process of ACU at Logistic-3 room of Technical Center Building. Include supply of Refrigerant R-410a and other materials needed for leak repair, testing, and re-processing.
4. Leak repair and system re-process of ACU at Calibration room of Technical Center Building. Include supply of Refrigerant R-410a and other materials needed for leak repair, testing, and re-processing.
5. Supply, delivery and replacement of Outdoor Main PCB (Outdoor ACU Model: Daikin RKC60QVM) for Daikin ACU at ANS Technical Center Conference Room.
6. Supply of labor and materials for the re-insulation of piping of ACU at Admin Office of ANS Technical Center.
7. Includes remedial measures and recommendations if an additional defects (not included in the repair job) be detected during the course of installation.
8. Includes testing and commissioning of all ACU Units included in this Program of Works.
9. Include six (6) months warranty from date of repair and one (1) year warranty for parts replacement.







**Technical Specifications: (Continuation)**

<b>ITEM</b>	<b>NAME OF ITEM</b>	<b>UNIT</b>	<b>QTY.</b>
1	Leak repair and system re-process of ACU (refrigerant R-22) at Logistic-3 room.	lot	1
2	Supply, delivery and replacement of Discharge Temperature Sensor of ACU at Logistic-4 room.	lot	1
3	Leak repair and system re-process of ACU (refrigerant R-410a) at Logistic-3 room.	lot	1
4	Leak repair and system re-process of ACU (refrigerant R-410a) at Calibration room.	lot	1
5	Supply, delivery and replacement of Outdoor Main PCB of ACU at Conference Room.	lot	1
6	Supply of labor and material for re-insulation of ACU at Admin Office.	lot	1

Prepared by:

  
**ROGER P. ABALO**  
ANF Engineer II  
EMMID-ANOD

Approved by:

  
**FLORIAN S. ATIENZA**  
Acting Division Chief  
EMMID-ANOD