



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 “Supply of Technical Services for Electrical Power Quality Analysis for Philippine ATM Center” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C23-011-04
Name of Project : Supply for Technical Services for Electrical Power Quality Analysis for Philippine ATM Center
Approved Budget for
for Contract : P580,000.00
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
Partial delivery is **not allowed**
Delivery Time : 8:00 AM – 4:00 PM (working days)
Delivery Location: Manila CNS/ATM Facility

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 damaged 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:

Description				
Supply of Technical Services for Electrical Power Quality Analysis for Philippine ATM Center				
Specification	QTY	Unit	Unit Price	Total Price
Seven (7) days of Power Quality (PQ) Measurement and Analysis in selected points Specifications: Parameters to Monitor: <ol style="list-style-type: none"> Voltage & Current Fluctuation Balancing of Voltage and Current Power Factor and Consumption Variations Noise Measurement and Harmonic Distortion (THD & TDD) Transient Voltage Voltage Stability (Sags, swells, dips, fluctuations, etc.) And others parameters needed to draw the report and recommendations 	3	lots		
Additional Requirements <ol style="list-style-type: none"> Bid documents must be accompanied by a list of ongoing and completed of contracts for the past five (5) years related to Power Quality Analysis. Activity must be directly supervised by at least a Registered Electrical Engineer (with current and duly licensed by PRC) permanently employed with the company. A photocopy of PRC license and certificate of employment must be submitted together with the bid. A <i>Method of Procedures</i> should be submitted by the winning bidder and approved by the end user prior to the commencement of the activity. Final report, including test results, interpretations/ analysis, and recommendations, must be submitted, and must be signed and sealed by a Registered Professional Electrical Engineer, current and duly licensed by PRC. A photocopy of PRC license and current Professional Tax Receipt must be attached together with the report. Reports must be based on Philippine Distribution Code 2017, latest edition of Philippine Electrical Codes and international standards (ANSI/IEEE, IEC, etc.) 				
Scope of Works <ol style="list-style-type: none"> Mobilization and supply of PQ Analyzer and needed instruments. Seven (7) days Power Quality measurement and analysis in three (3) selected points, simultaneously. Dismantling of instruments, retrieval and analysis of data, and submission of comprehensive report. Submission of recommendations. 				
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



TERMS OF REFERENCE

Name of Project	:	Program of Work for Supply of Technical Services for Electrical Power Quality Analysis for Philippine ATM Center
Approved Budget	:	Php 580,000.00
Delivery Period	:	Thirty (30) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Delivery Location	:	Manila CNS/ATM Facility <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 of service.</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/ Requirements:

Description	Unit	Qty.
Seven (7) days of Power Quality (PQ) Measurement and Analysis in selected points	3	lots

- Parameters to Monitor:
- a. Voltage & Current Fluctuation
 - b. Balancing of Voltage and Current
 - c. Power Factor and Consumption Variations
 - d. Noise Measurement and Harmonic Distortion (THD & TDD)
 - e. Transient Voltage
 - f. Voltage Stability (Sags, swells, dips, fluctuations, etc.)
 - g. and others parameters needed to draw the report and recommendation




Additional Requirements

- a. Bid documents must be accompanied by a list of ongoing and completed contracts for the past five (5) years related to Power Quality Analysis.
- b. Activity must be directly supervised by at least a Registered Electrical Engineer (with current and duly licensed by PRC) permanently employed with the company. A photocopy of PRC license and certificate of employment must be submitted together with the bid.
- c. A *Method of Procedures* should be submitted by the winning bidder and approved by the end user prior to the commencement of the activity.
- d. Final report, including test results, interpretations/ analysis and recommendations, must be submitted and must be signed and sealed by a Registered Professional Electrical Engineer, current and duly licensed by PRC. A photocopy of PRC license and current Professional Tax Receipt must be attached together with the report.
- e. Reports must be based on Philippine Distribution Code 2017, latest edition of Philippine Electrical Codes and international standards (ANSI/IEEE, IEC, etc.)


Scope of Works

1. Mobilization and supply of PQ Analyzer and needed instruments.
2. Seven (7) days Power Quality measurement and analysis in three (3) selected points, simultaneously.
3. Dismantling of instruments, retrieval and analysis of data, and submission of comprehensive report.
4. Submission of recommendations.

Prepared by:


ALBERT C. VELASCO
CNSSO IV
EMMID-ANOD

Approved by:


FLORIAN B. ATIENZA
Acting Division Chief
EMMID-ANOD