



REQUEST FOR QUOTATION
NO.: RFQ-2023-019

Date: May 4, 2023

Name of the Company : _____
Address : _____
Contact No. : _____
PhilGEPS Registration No. : _____

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and submit your Quotation duly signed by you or your duly authorized representative not later than **MAY 10, 2023 at 9:00AM** for:

Name of the Project : **DECLOGGING OF DRAINAGE CANALS AT LAOAG INTERNATIONAL AIRPORT**
Location : **LAOAG INTERNATIONAL AIRPORT**
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Hazelle May C. Andres, Head, Secretariat of the Bids and Awards Committee of Laoag International Airport (BAC-LIA) or e-mail at areacenter1_bac@caap.gov.ph. For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

- The following documents must be attached upon submission of the Quotation:
 - Mayor's Permit
 - PhilGEPS Certificate of Registration
- All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- Payment shall be made through check.

ATTY. RIZZA JOY S. VALLESTERO
Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

| ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE) | APPROVED BUDGET OF THE CONTRACT (ABC) | OFFER* | | | | | | REMARKS |
|---|---------------------------------------|--------|------|------------|-------------|--|----|---------|
| | | PRICE | | | | Compliance w/ Technical Specifications | | |
| | | QTY | UNIT | Unit Price | Total Price | Yes | No | |
| 1. Supply of labor and materials which will be used for the project titled: “DECLOGGING OF DRAINAGE CANALS AT LAOAG INTERNATIONAL AIRPORT” Scope of Works: 1. Declogging of Drainage Canals | ₱499,560.60 | 1 | Lot | | | | | |



| | | | | | | | |
|---|-------------|--|--|--|--|--|--|
| 2. Other General Equipment | | | | | | | |
| No. of Days to Complete: Sixty Calendar Days | | | | | | | |
| Note: Declogging of canals at the airside and landside areas for twice implementation within CY 2023. | | | | | | | |
| TOTAL ABC | ₱499,560.60 | | | | | | |
| GRAND TOTAL: | | | | | | | |

Note: Quotation for each item must not exceed the ABC per item

Signature over Printed Name
Supplier/Dealer/Contractor

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
- Quotations exceeding the ABC shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
- The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.
- The Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
- Date of Completion/Delivery: In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
- Mode and Terms of Payment: Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LIA) 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.

NOTE: The aforementioned Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.

AGENCY : Department of Transportation
/ CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
PROJECT : DECLOGGING OF DRAINAGE CANALS
LOCATION : BRGY. 36 ARANIW LAOAG CITY, ILOCOS NORTE
SUBJECT : BILL OF QUANTITY/DETAILED ESTIMATE

I. DECLOGGING OF DRAINAGE CANALS

QAUNTITY: 1.00 LOT

A. DIRECT COST

| 1. | MATERIALS | QUANTITY | UNIT COST | AMOUNT |
|---------------|-----------|----------|-----------|--------|
| 1 | | | / | - |
| 3 | | | / | - |
| 4 | | | / | - |
| MATERIAL COST | | | | - |

| 2. | EQUIPMENT | QUANTITY | UNIT COST | AMOUNT |
|----------------|--|----------|-----------|--------|
| 1 | Grass Cutter - 1 unit (Inclusive of Consumables) | day | /day | |
| 2 | Sludge Pump - 1 unit (Inclusive of consumables,hose, etc) | day | /day | |
| 3 | Dump Truck | day | /day | |
| 4 | Minor Tools (5% of Labor Cost) - ladder, shovel, machette, etc | lot | /lot | |
| EQUIPMENT COST | | | | |

| 3. | No. of Manpower | LABOR | NO. OF DAYS | UNIT COST | AMOUNT |
|------------|-----------------|--------------------------|-------------|-----------|--------|
| 1 | | Site Engineer/Supervisor | day | /day | |
| 2 | | Equipment Operator | day | /day | |
| 3 | | Common Laborer | day | /day | |
| LABOR COST | | | | | |

TOTAL DIRECT COST -

B. INDIRECT COST

| | | | | |
|----|--|--|---------------|--|
| 1. | OCM(Overhead, Contingencies, Miscellaneous) | | | |
| 2. | CONTRACTORS PROFIT | | | |
| | | | TOTAL MARK-UP | |

| | | | | |
|----|--|----|--|--|
| 3. | Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost) | 5% | | |
|----|--|----|--|--|

TOTAL INDIRECT COST

C. TOTAL COST

| | | |
|----|-----------------------------|---|
| 1. | DIRECT COST + INDIRECT COST | - |
|----|-----------------------------|---|

TOTAL UNIT COST -

GENERAL SPECIFICATIONS

I. INTRODUCTION

The Civil Aviation Authority of the Philippines, Area I have in its Annual Procurement Plan Declogging of Drainage Canal in Laoag International Airport. The project is being funded yearly as it aims to maintain the surroundings of the airport and prevent flooding and maintain proper drainage systems within the Airside and Landside area.

The Declogging of Drainage Canals, primarily deals with the clearing/cleaning of Storm Drainage system of the airport. Therefore, the Authority is forced to hire the services of a private contractor/supplier to undertake the project due to its areas covered. The contractor/supplier shall comply with the provisions of this Term of Reference from the onset until the end of the implementation.

II. STATEMENT OF WORK

A. Scope of Work

- i. The Scope of Work includes the furnishing of all necessary labor, equipment, tools, materials, supplies, supervision and expertise necessary to perform the following.
 1. The contractor/service provider shall undertake the Declogging of Drainage Canals at the Airside and Landside Area. The work includes clearing of up to 1.5m both sides of open canals, removal of sludge and muds, clearing of gutters and downspout of buildings. Also, the work includes proper disposal of waste collected.

Declogging of Canal

| Location | Linear Meter |
|------------------------|--------------|
| Western Open Canal | 1,252 |
| Eastern Open Canal | 690 |
| Landside Open Canal | 164 |
| Landside Closed Canals | 579 |
| Airside Closed Canal | 190 |
| | |
| TOTAL Ln. Mtr. | 2,875 |

Clearing of Gutters and Downspouts

| Location | Remarks |
|-----------------------------|---|
| Passenger Terminal Building | Clearing/Cleaning of Gutters and Downspouts |
| Legal/Supply Office | Clearing/Cleaning of Gutters and Downspouts |
| Old Administration Building | Clearing/Cleaning of Gutters and Downspouts |
| New Administration Building | Clearing/Cleaning of Gutters and Downspouts |

The work also includes all material, labor and equipments in the decloggin/cleaning of open and closed drainage canals. **The work shall be Implemented Twice within C.Y. 2023 (2nd quarter and 4th quarter).**

B. Work Schedule

The Contractor shall perform the Declogging of canals with rules and policies of the airport.

The Contractor shall provide the necessary manpower, tools, equipment, materials and supplies to insure timely accomplishment and delivery. Depending on the seasonal demand in cutting the bushes and grasses, the contractor can flexibly up-size or down size its manpower, equipment, materials, etc. with the ultimate objective of delivering satisfactory on time result and performance.

1. Working Time

- Work is done regularly at daytime. The working time is eight (8) hours a day, six days a week including holiday.

2. Work Method

- Work methodology will be formulated by the contractor and CAAP-LIA authorities prior to implementation of the contract.
- Cut Bushes and grasses should be controlled or deposed to a designated area as indicated by the Agency.

C. Man Power Schedule

The Minimum manpower required during contract implementation shall be:

| Field Supervisor/Safety Officer | 2years supervisory experience with safety training certificate |
|---------------------------------|--|
| Equipment operator | - |
| Driver | - |
| Laborer | - |

The contractor shall provide the necessary manpower to properly accomplish all necessary related works. The contractor shall designate a competent representative who shall be available at the area to oversee working operation being carried out and to receive instructions from the Airport officials. The contractor's authorized representative shall be responsible for the overall management and coordination of work to be performed as contract provisions and shall act as central point with the government agency. The contractor's authorized representative shall have full authority to act thereat in behalf of the contractor's name while in the premises.

uniforms and printed with the company's name of the contractor. All expenses for uniforms and badges shall be borne by the contractor. All contractor's personnel shall always be in uniform.

D. Equipment, Tools and Consumables required to be used for the project

1. 1- Brush Cutter
2. 1- Sludge Pump
3. Telescopic Ladder
4. Service Vehicle/Dump Truck

The Contractor shall provide the required number of equipment, tools and consumables to accomplish all necessary works provided in the contract. The contractor's equipment provided therein shall be used exclusively for the contracted services.

The use of other kind of equipment other than that stated thereof will not be permitted, unless otherwise approved by the authority. Any delay caused, by stoppage of work being authorized by the office concerned will not be taken against the contractor.

E. Service Vehicle

The Contractor shall make available, during the performance of the contract, at least one (1) service vehicle with good condition, for use by the airport authority's representative/engineers for the purpose of inspection, monitoring, measuring, laboratory testing and other activities relative to the implementation of the project.

F. Handheld radios

The contractor shall provide at least 2 units handheld radio for proper coordination between their supervisor and the Laoag Control Tower.

G. Period of Implementation

The contract shall be implemented for a total of Sixty (60) Calendar days for the Laoag International Airport FY2023. Provided that the contractor will only proceed upon written notice from the duly authorized representative of the Authority to commence with the project, which notice must not be less than seven (7) days from the start date.

H. Guidelines

The contractor shall always establish a complete quality control program to adhere with the following requirements while carrying out his function and responsibilities during the implementation of the contract.

i. Quality Assurance and Corresponding Penalties

The Contractor shall establish a system of quality control program to assure that the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be submitted to the Authority prior to start of the contracted services. An updated copy must be provided as changes occur. The program shall include but not limited to the following.

- An inspection system, covering all the services to be performed under the contract. This must specify areas to be inspected on either a scheduled or unscheduled basis or such personnel who will perform the inspection.

- Contractor shall provide the following uniform to all its employees:
 - A shirt with a contractor's logo/name with pants of any color or any equivalent uniform acceptable to CAAP-LIA
 - A penalty amounting to Fifty Pesos (P 50.00) per day per person shall be imposed on personnel who are not in prescribed uniform while on duty.

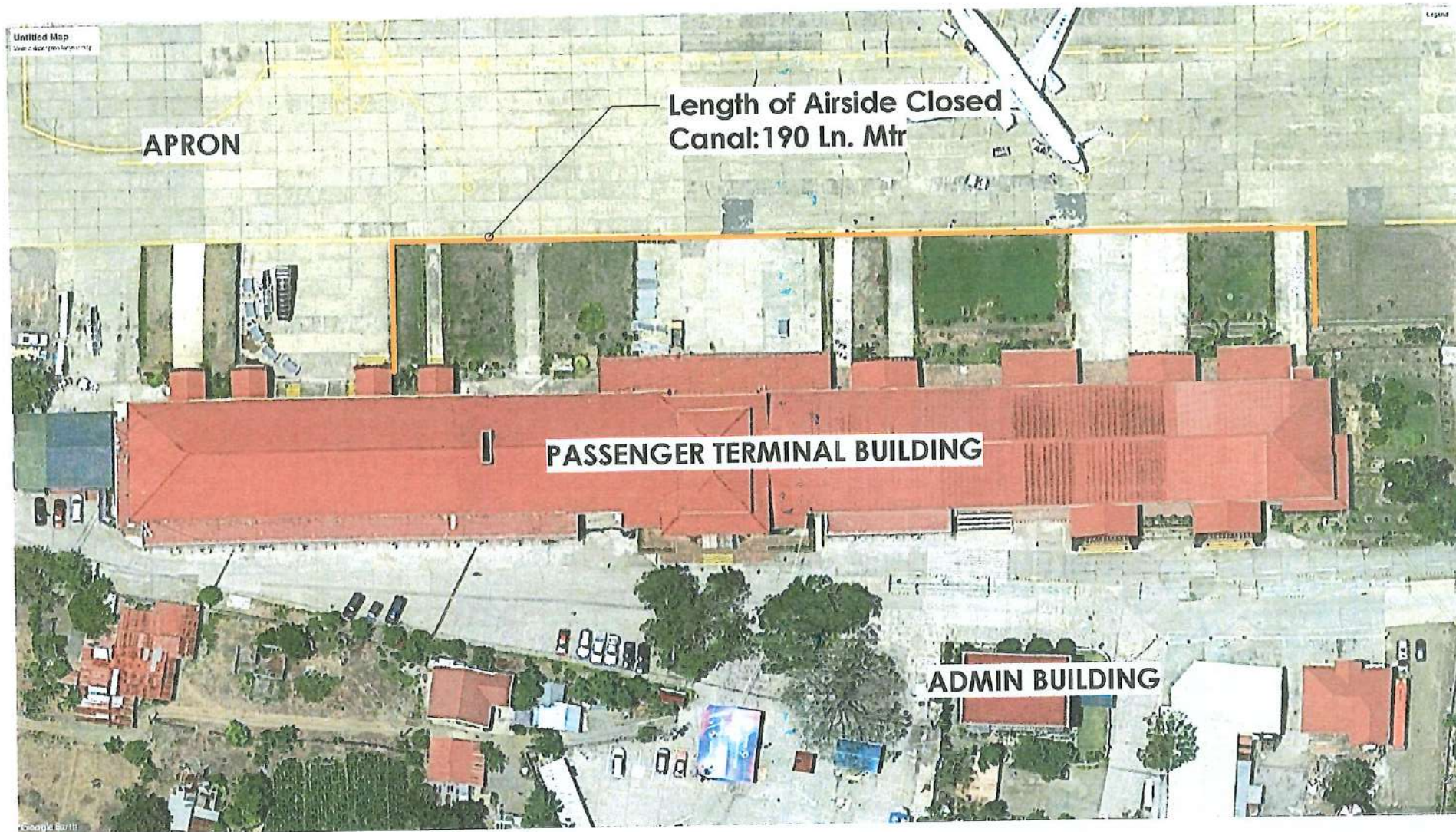
ii. Safety and Security Measures

The Contractor shall adhere to all standards and recommended practices stipulated by the airport authority and shall, under no circumstances, violate standard rules and regulations.

- The Contractor and his employees shall always comply with the security and safety requirements imposed by the management while in the airport premises.
- The Contractor is hereby instructed that aircraft operations and movements and the safety thereof, shall always take precedence over any operation.

In case of within the restricted area, a presence of authorized handheld radio operator is assigned and shall obtain clearance from the Control Tower from time to time for thorough safety.

- The Contractor shall, always keep paved surfaces such as runways, taxiways and hard stands free from hazardous materials.



1 Airside Closed Canal
1 : 700



LENGTH OF AIRSIDE OPEN CANAL: 690 Ln. Meter

TOTAL LENGTH OF AIRSIDE OPEN CANAL: 690 Ln. Meter

TOTAL LENGTH OF LANDSIDE OPEN CANAL: 164 Ln. Meter

RUNWAY

APRON

Airside Area

1 : 3500

1



REPUBLIC OF THE PHILIPPINES

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PREPARED:

RENZ ALDRINE A. CORPUZ
Engineer

CHECKED/VERIFIED:

JOEFFREY B. LAGADON
Engineer II, PIC-BG1

PROJECT TITLE:

Declogging of Drainage Canal at Laoag
International Airport

LOCATION:

BRGY. 36 ARANIW, LAOAG CITY

APPROVED

RONALD V. ESTABILLO
CIVIL AVIATION AREA MANAGER, AREA 1

SCALE: 1 : 3500

VICINITY MAP
A101



1 OPEN DRAINAGE CANAL

1 : 5500



1 Landside Area
1 : 700