



Republic of the Philippines  
: **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

26 July 2023

Date

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the Civil Aviation Authority of the Philippines (CAAP), Area Center V, Bicol International Airport in connection with the implementation of the **Repair & Maintenance Of Tractor Mowers At Bicol International Airport** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **04 August 2023 at 2:00 pm** at the BAC Office, Ground Floor, Admin Bldg., Bicol International Airport (BIA), Daraga, Albay.

The following should be submitted together with the quotation:

1. Current Mayor's/Business Permit;
2. Phil-GEPS Registration Number;
3. Name/credentials of proposed Auto Mechanic;
4. Brochures/pictures indicating brand names and specifications of the following: 8D Starting Battery @ 12 volts DC (48cmx27cmx21cm), Tires: For Kubota – L4740 and Kubota – L4310 - including rubber tube (14.9-26, 10-ply, farm lag), and Tires for Eurotrac YTO X 1204 – including rubber tube (14.9-24, 10 ply, farm lag, R1);
5. List of similar contracts showing proof that bidder has experience in any Auto Repair during the past three (3) years prior to submission of quotations; and
6. Proof of ownership, certification of availability of the Air Compressor (10HP) from the lessor/vendor for the duration of the project, as the case may be.

**Quotations not accompanied by current Mayor's/Business Permit; name/credentials of proposed Auto Mechanic; Phil-GEPS Registration Number; brochures with brand names and specifications of aforementioned spare parts; list of similar contracts; and proof of ownership/certification of availability of the Air Compressor (10HP) from the lessor/vendor for the duration of the project, as the case may be, shall be automatically disqualified.**

## **SCOPE OF WORK**

### **KUBOTA -L- 4740**

1. Replacement of Rear Tire including rubber tube.
2. Change Engine Oil .
3. Change Oil Filter.
4. Replacement of Fuel Filter.
5. Replacement of Fan Belt.
6. Provision of minor tools and equipment.

### **EUROTRAC YTO X1204**

1. Replacement of Rear Tire including rubber tube.
2. Change Engine Oil .
3. Change Oil Filter.
4. Replacement of Fuel Filter.
5. Replacement of Grease and Gear Oil.
6. Replacement of 8D Starting Battery.
7. Provision of minor tools and equipment.

### **KUBOTA L-4310**

1. Replacement of Rear Tire including rubber tube.
2. Change Engine Oil.
3. Change Oil Filter.
4. Replacement of Fuel Filter.
5. Replacement of Fan Belt.
6. Provision of minor tools and equipment.

## **PLEASE ACCOMPLISH THE FOLLOWING ATTACHED FORMS:**

1. Bid Proposal (Annex "A")
2. Bill Of Quantities (Annex "B")
3. Detailed Estimate Form (Annex "C")

### **NOTE:**

*All pages of the Annexes must be duly signed by the bidder or his authorized representative. Bids/quotations not addressing or providing all of the required items where applicable shall be considered non-responsive and thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free.*

Annex "A"

(Contractor's Logo On Main Page)

**BID PROPOSAL****REPAIR & MAINTENANCE OF TRACTOR MOWERS AT BICOL INTERNATIONAL AIRPORT**

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	Profit	%	VALUE				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) (5) x (8)	(10) 5% X [(5) + (9)]	(11) (9) + (10)	(12) (5) + (11)	(13) (12)/(3)
1.00	MECHANICAL WORKS	1.00	lot									
	<b>TOTAL AMOUNT</b>											

Submitted by:

Printed Name:

Position:

Name Company:

Date:

Annex "B"

(Contractor's Logo On Main Page)

**BILL OF QUANTITIES****Project: Repair & Maintenance Of Tractor Mowers At Bicol International Airport****Location: Bicol International Airport, Daraga, Albay**

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	<b>MECHANICAL WORKS</b>				
	Pesos Amount in				
	Words				
		1.00	lot		
	and centavos				

Total Bid Amount (Php) :

Total Bid Amount in Words:

Submitted by:

Printed Name:

Position:

Name Company:

Date:



Annex "C"

(Contractor's Logo On Main Page)

<b>NAME OF PROJECT</b>		<b>: REPAIR AND MAINTENANCE OF TRACTOR MOWERS AT BICOL INTERNATIONAL AIRPORT</b>			
<b>LOCATION</b>		<b>: Bicol International Airport, Daraga, Albay</b>			
<b>SUBJECT</b>		<b>: Bill of Quantities</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
<b>1.00</b>	<b>MECHANICAL WORKS</b>				
<b>1.10</b>	<b>Kubota - L4740</b>				
<b>A</b>	<b>Material Cost</b>				
	Rear Tire including rubber tube (14.9-26, 10-ply, farm lag)	2.00	units		
	Engine Lube Oil	8.00	liters		
	Oil filter (refer to part installed on the unit)	1.00	pc		
	Fuel filter (refer to part installed on the unit)	1.00	pc		
	Fan belt( refer to part installed on the unit)	1.00	pc		
				<b>Material Cost .....</b>	
<b>B</b>	<b>Labor Cost</b>	<b>QTY</b>	<b>DUR. (DAYS)</b>	<b>RATE/DAY</b>	
	Auto Mechanic	1.00	5.00		
	Assistant	2.00	5.00		
				<b>Labor Cost .....</b>	
<b>C</b>	<b>Equipment Rental Cost</b>	<b>QTY</b>	<b>DUR. (DAYS)</b>	<b>RATE/DAY</b>	
	Air Compressor (10 HP)	1.00	1.00		
				<b>Equipment Rental Cost .....</b>	
<b>1.20</b>	<b>Eurotrac YT0 X 1204</b>				
<b>A</b>	<b>Material Cost</b>				
	Front Tire including rubber tube (14.9-24, 10-ply, farm lag R-1)	2.00	units		
	Engine Lube Oil	22.00	pcs		
	Oil filter (refer to part installed on the unit)	2.00	pcs		
	Fuel filter (refer to part installed on the unit)	2.00	pcs		
	Grease	1.00	liter		
	Gear Oil	2.00	liters		
	8D Starting Battery @ 12 volts DC (48cmx27cmx21cm)	1.00	unit		
				<b>Material Cost .....</b>	
<b>B</b>	<b>Labor Cost</b>	<b>QTY</b>	<b>DUR. (DAYS)</b>	<b>RATE/DAY</b>	
	Auto Mechanic	1.00	5.00		
	Assistant	2.00	5.00		
				<b>Labor Cost .....</b>	
<b>C</b>	<b>Equipment Rental Cost</b>	<b>QTY</b>	<b>DUR. (DAYS)</b>	<b>RATE/DAY</b>	
	Air Compressor (10 HP)	1.00	1.00		
				<b>Equipment Rental Cost .....</b>	

## Continuation...

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.30	Kubota- L4310				
A	Material Cost				
	Rear Tire including rubber tube (14.9-26, 10-ply, farm lag)	2.00	unit		
	Engine Lube Oil	8.00	liters		
	Oil filter (refer to part installed on the unit)	1.00	pc		
	Fuel filter (refer to part installed on the unit)	1.00	pc		
	Fan belt( refer to part installed on the unit)	1.00	pc		
				Material Cost .....	
B	Labor Cost	QTY	DUR. (DAYS)	RATE/DAY	
	Auto Mechanic	1.00	5.00		
	Assistant	1.00	5.00		
				Labor Cost .....	
C	Equipment Rental Cost	QTY	DUR. (DAYS)	RATE/DAY	
	Air Compressor (10 HP)	1.00	1.00		
				Equipment Rental Cost .....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT RENTAL COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM	12.0%	of Estimated Direct Cost			
2. CONTRACTOR's PROFIT	10.0%	of Estimated Direct Cost			
E. TOTAL OCM & PROFIT	10.0%	of D			
F. VALUE ADDED TAX, (VAT	5.0%	of (D + E)			
G. SUB-TOTAL ESTIMATED INDIRECT COST ( F + E ), P					
H. SUB-TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
SUB-TOTAL ESTIMATED COST ( D + G ), P					
SUB-TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					
		Submitted by:			
		Printed Name:			
		Position:			
		Name of Company:			
		Date:			

Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery sites if the contract is awarded. Quotations must be delivered to the Civil Aviation Authority of the Philippines, Area Center V **not later than 2:00 p.m. on 04 August 2023** at its physical address at the BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay. **Online submission is not allowed and late submission shall not be accepted.**



All quotations together with the required documents should be placed in a **sealed envelope** marked **Repair & Maintenance Of Tractor Mowers At Bicol International Airport**.

The Approved Budget for the Contract (ABC) is **Three Hundred Forty Nine Thousand Six Hundred Thirteen Pesos & 08/100 (Php 349,613.08)**. No. of Days to Complete: **Forty-Five (45) calendar days**.

Very truly yours,

**ATTY. NEILITO V. LUPANGO**  
Chairperson, Bids and Awards Committee

**ATTY. NEILITO V. LUPANGO**  
Chairperson, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Bicol International Airport, Daraga, Albay

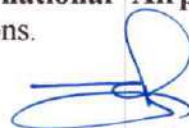
Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

\_\_\_\_\_  
Signature Over Printed Name of Dealer/Supplier

-----  
TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for **Repair & Maintenance Of Tractor Mowers At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

  
Xuan O. Unelike  
Canvasser