



**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 "Preventive Maintenance Servicing of Air-Conditioning Units at the CATC For One Year" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C23-063-09  
Name of Project : Preventive Maintenance Servicing of Air-Conditioning Units at the CATC For One Year  
Approved Budget for Contract : P700,000.00  
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications  
Location : Civil Aviation Training Center (CATC)  
Delivery Term : Ninety (90) Calendar Days from the receipt of Notice for Compliance  
Partial delivery is **not allowed**  
Delivery Location : Civil Aviation Training Center (CATC)  
Merville Access Road, KM 12, South Superhighway,  
Barangay201, Pasay City  
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 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.

  
**MELINA C. REYES**  
CCC Vice-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>Preventive Maintenance Servicing of Air-Conditioning Units at the CATC for One Year</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Haier Ceiling type Air-conditioning units <ul style="list-style-type: none"> <li>• CATC Main Building</li> </ul>	91	pc.		
LG Split type Air-conditioning units <ul style="list-style-type: none"> <li>• CATC Main Building</li> </ul>	7	pc.		
Koppel Cabinet type – Academic Dept., <ul style="list-style-type: none"> <li>• CATC Main Building</li> </ul>	1	pc.		
Daikin Split type Air-conditioning units <ul style="list-style-type: none"> <li>• CATC Technical Building</li> </ul>	7	pc.		
Daikin Ceiling type Air-conditioning units <ul style="list-style-type: none"> <li>• CATC Technical Building</li> </ul>	6	pc.		
<b>Note:</b> Must be an authorized Haier Servicing Center				
<b>I. SCOPE OF WORKS MAINTENANCE SERVICES</b> <ul style="list-style-type: none"> <li>• VRF                             <ul style="list-style-type: none"> <li>a. General inspection for noise and vibration &amp; adjustment if required</li> <li>b. Monitor refrigerant temperature &amp; pressure</li> <li>c. Inspect/check compressor oil</li> <li>d. Check oil/ filter drier</li> <li>e. Check/ clean condenser water line strainer</li> <li>f. Check operating data system to determine operation efficiency</li> <li>g. Check/ clean electrical controls</li> <li>h. Check all safety component of the unit including pressure switches, temperature, gauges etc.</li> <li>i. Minor adjustment and calibration of electrical and electronic controls</li> <li>j. Replacement of minor parts, components, and accessories not requiring extensive dismantling</li> <li>k. Tightening of flare nuts, flange connection, diaphragm valve, and dampers</li> <li>l. General cleaning of condenser and evaporator heat exchanger of every unit.</li> <li>m. Flushing of drain line with pressurized water and vacuuming of main drain line.</li> <li>n. Checking of fan motor and fan blade alignment, check thermostat, remote controller adjusts if needed.</li> </ul> </li> <li>• FAN COIL UNIT, WALL                             <ul style="list-style-type: none"> <li>a. Check cooling coils and clean with pressurized washer</li> <li>b. Check for abnormal noise/vibration</li> <li>c. Clean air filter, drain pan, and drain pipe</li> <li>d. Check for leaks in gasket &amp; replace gasket if necessary</li> <li>e. Check panel for corrosion, derust and repair if necessary</li> <li>f. Check/clean electrical controls and indicator lights</li> <li>g. Check thermostat/timer</li> <li>h. Check/clean air blower</li> <li>i. Check rubber insulation</li> <li>j. Check coupling between blower and motor</li> </ul> </li> </ul>				



- k. Check pressure gauge and thermometer
- l. Calibration of thermostat controller
- m. Testing for leaks in the pipe connection including coil assembly
- n. Monthly cleaning of air filters
- o. General cleaning of the entire unit that includes evaporator coils, drain pan assembly, blower wheel assembly, and cabinet assembly to be done every three (3) months
- p. Conduct vibration test of bearings, blowers, and other moving components
- q. Flushing of drain line using nitrogen gas to remove solid particles that can cause clogging
- r. Checkup supply air temperature and room temperature

**II. ELECTRICAL WORKS**

- a. Check during operation: supply voltage, noise levels, and vibration as well as fan motor rotation
- b. Check-up the line current and cleaning/re-tightening of electrical control and terminals
- c. Monitor phase rotation of electrical power supply

**III. PROVISION OF TECHNICAL SUPPORT**

- a. Provision of on-site and remote technical support for reported problems of ACU equipment.

**IV. REPAIRS OF EQUIPMENT AND SUPPLY OF REPLACEMENT PARTS:**

- a. All repairs shall be done by the maintenance contractor.
- b. Service reports and quotations shall be provided by the contractor which will be billed separately.
- c. Replacement parts and repair services shall be supplied by the contractor.
- d. Payments for the replacement parts and repair services shall be made to the contractor thru direct payment, subject to the existing accounting rules and regulations.

e.

**V. ADDITIONAL REQUIREMENTS:**

- a. Bid documents must be accomplished by a list of ongoing and completed contracts for the last five (5) years related to repair and maintenance/supply & installation if air-conditioning equipment.
- b. Technicians must be holder of RAC NC II certificate.

<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	:	Preventive Maintenance Servicing of Air-Conditioning Units at the CATC for One Year
Approved Budget	:	PhP 700,000.00
Delivery Period	:	One year. First preventive maintenance must be completed within 90 calendar days after the receipt of notice to proceed, and must be repeated every 90 calendar days for one year.  <i>Note: Partial delivery is <b>not allowed</b></i>
Delivery Locations	:	Civil Aviation Training Center (CATC) Merville Access Road, KM 12, South Superhighway, Barangay 201, Pasay City
Delivery Condition	:	A Written Notice must be sent to the official email CATC ( <a href="mailto:catc@caap.gov.ph">catc@caap.gov.ph</a> ) at least seven (7) calendar days prior to the intended date of delivery of service for quarterly preventive maintenance for the processing of security clearances.
Terms of Payment	:	Payment after completion of quarterly preventive maintenance and subject to usual government accounting rules and regulations.

**Technical Specifications:**

Unit	Description	Qty.
pc.	Haier Ceiling type Air-conditioning units – CATC Main Building	91
pc.	LG Split type Air-conditioning units – CATC Main Building	7
pc.	Koppel Cabinet type – Academic Dept., – CATC Main Building	1
pc.	Daikin Split type Air-conditioning units - CATC Technical Building	7
pc.	Daikin Ceiling type Air-conditioning units – CATC Technical Building	6

Note: Must be an authorized Haier Servicing Center

**I. SCOPE OF WORKS MAINTENANCE SERVICES**

- VRF
  - a. General inspection for noise and vibration & adjustment if required
  - b. Monitor refrigerant temperature & pressure
  - c. Inspect/check compressor oil
  - d. Check oil /filter drier
  - e. Check/ clean condenser water line strainer
  - f. Check operating data system to determine operation efficiency
  - g. Check/clean electrical controls
  - h. Check all safety component of the unit including pressure switches, temperature, gauges etc.
  - i. Minor adjustment and calibration of electrical and electronic controls

- j. Replacement of minor parts, components, and accessories not requiring extensive dismantling
  - k. Tightening of flare nuts, flange connection, diaphragm valve, and dampers
  - l. General cleaning of condenser and evaporator heat exchanger of every unit.
  - m. Flushing of drain line with pressurized water and vacuuming of main drain line.
  - n. Checking of fan motor and fan blade alignment, check thermostat, remote controller adjust if needed.
- FAN COIL UNIT, WALL
    - a. Check cooling coils and clean with pressurized washer
    - b. Check for abnormal noise/vibration
    - c. Clean air filter, drain pan, and drain pipe
    - d. Check for leaks in gaskets & replace gasket if necessary
    - e. Check panel for corrosion, derust and repair if necessary
    - f. Check/clean electrical controls and indicator lights
    - g. Check thermostat/timer
    - h. Check/ clean air blower
    - i. Check rubber insulation
    - j. Check coupling between blower and motor
    - k. Check pressure gauge and thermometer
    - l. Calibration of thermostat controller
    - m. Testing for leaks in the pipe connection including coil assembly
    - n. Monthly cleaning of air filters
    - o. General cleaning of the entire unit that includes evaporator coils, drain pan assembly, blower wheel assembly, and cabinet assembly to be done every three (3) months
    - p. Conduct vibration test of bearings, blowers, and other moving components
    - q. Flushing of drain line using nitrogen gas to remove solid particles that can cause clogging
    - r. Checkup supply air temperature and room temperature

## II. ELECTRICAL WORKS

- a. Check during operation: supply voltage, noise levels, and vibration as well as fan motor rotation
- b. Check-up the line current and cleaning / re-tightening of electrical control and terminals
- c. Monitor phase rotation of electrical power supply

## III. PROVISION OF TECHNICAL SUPPORT

- a. Provision of on-site and remote technical support for reported problems of ACU equipment.

## IV. REPAIRS OF EQUIPMENT AND SUPPLY OF REPLACEMENT PARTS:

- a. All repairs shall be done by the maintenance contractor.
- b. Service reports and quotations shall be provided by the contractor which will be billed separately.
- c. Replacement parts and repair services shall be supplied by the contractor.
- d. Payments for the replacement parts and repair services shall be made to the contractor thru direct payment, subject to the existing accounting rules and regulations.

V. ADDITIONAL REQUIREMENTS:

- a. Bid documents must be accomplished by a list of ongoing and completed contracts for the last five (5) years related to repair and maintenance/supply & installation of air-conditioning equipment.
- b. Technicians must be holder of RAC NC II certificate.

Prepared by:

  
**ZANDRA MARIE F. PALO**  
Administrative Officer II

Approved by:

  
**DIANA INES C. BRIÑAS**  
ADG I/Chief, CATC