



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 service and calibration of computed Radiography System” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C23-095-10**
Name of Project : **Preventive Maintenance Service and Calibration of Computed Radiography System**
Approved Budget for for Contract : **P100,000.00**
Terms : See the attached Annex “A” for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **Five (5) Calendar Days** from the receipt of Notice for Compliance
Delivery Location : **CAAP OFSAM**
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,

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.

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:

Preventive Maintenance Service and Calibration of Computed Radiography System				
Technical Specifications	Coverage Type	Duration Coverage	Unit Price	Total Price
Exam Vue Pro-Computed RadiographySN:101235	Labor-Only	1 Year		
Total (Inclusive of VAT)				
General Requirements:				
<ol style="list-style-type: none"> 1. The contract price is inclusive of all duties and taxes. 2. No changes shall be made on the Contract Price by reason of escalation in currency, any adjustment in Contract Price shall be done in accordance with guidelines provided by law. 3. The project duration covering the Preventive Maintenance Service and Calibration of Radiology Equipment/Machines in CAAP shall be for a period of one year. 4. Exact dates of delivery and/or completion should be reckoned from the date of CONTRACTOR'S receipt of Notice to Proceed/Notice for Compliance. 5. The CONTRACTOR must be competent and experienced in the field of Maintenance Service and Calibration of Radiology Equipment/Machines with a minimum of three (3) years prior experience on similar projects. 6. The CONTRACTOR is required to submit a company profile, list of present and previous clientele, and certifications issued by past/present clients indicating the Contractor's satisfactory performance. 7. The CONTRACTOR must be an authorized reseller of the brand at the time of the bid. The CONTRACTOR required to submit a manufacturer's letter certifying the same. 8. The CONTRACTOR must be an authorized service provider of the brand at the time of the bid. The CONTRACTOR is required to submit a manufacturer's letter certifying the same. 9. The CONTRACTOR shall provide Preventive Maintenance Service and Calibration of Radiology Equipment/Machines and will perform the full program for the Preventive Maintenance Service (PMS) per year, and will be performed quarterly during standard business hours. 10. The CONTRACTOR shall perform Onsite Labor Coverage and provide on-site service support. Support is provided during standard business hours for issues that cannot be resolved by telephone or through remote support. 11. The CONTRACTOR will provide unlimited remote technical support by e-mail, fax, and remote service during standard business hours. 12. The CONTRACTOR shall observe the maximum response time of within four (4) hours from the time the CAAP makes its request for on-site services during regular working days. In case of prolonged or recurring mechanical failure on the unit/s and/or unserviceable within 24 hours or one day from the time of notice, the CONTRACTOR must be provide replacement unit/s. 				
SERVICE CHARGE				
<ol style="list-style-type: none"> 1. Total Contract price: PHP 100,000.00 2. The CONTRACTOR shall make such inspections, adjustments and maintenance as may be required to keep the machines in good working condition and as may be required by the CAAP. Such inspections, adjustments and maintenance shall be free of charge. 				
TERMINATIONS				
<ol style="list-style-type: none"> 1. Subject to the procedure prescribed by law, the CAAP may terminate the contract under any of 				



the following conditions.

- a. Outside of force majeure, the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. The CAAP may rescind or terminate the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
- b. Upon termination or expiration of the contract, the CAAP shall return the machines and accessories to the CONTRACTOR by allowing the latter, on a date and time agreed upon by both the CAAP and the CONTRACTOR, to enter the CAAP premises for the purpose of retrieving the machines.

LIQUIDATED DAMAGES

- 1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/ liquidated in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, CAAP shall rescind the contract, without prejudice to other courses of action and remedies open to it.

(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	:	Procurement of Preventive Maintenance Service and Calibration of Computed Radiography System
Approved Budget	:	Php 100,000.00
Compliance Period	:	Five (5) Calendar days from the receipt of Notice for Compliance
Location	:	CAAP – Office of the flight Surgeon and Aviation Medicine Note: Delivery must be only from 8:00-4:00PM during regular work days. 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. A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be 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.
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specification

Equipment	: Coverage Type	Duration Coverage
ExamVue Pro - Computed Radiography SN:101235	Labor-Only	1 Year

General Requirements:

1. The contract price is inclusive of all duties and taxes.
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3. The project duration covering the Preventive Maintenance Service and Calibration of Radiology Equipment/Machines in CAAP shall be for a period of one year
4. Exact dates of delivery and/or completion should be reckoned from the date of CONTRACTOR's receipt of Notice to Proceed/Notice of compliance.
5. The CONTRACTOR must be competent and experienced in the field of Maintenance Service and Calibration of Radiology Equipment/Machines with a minimum of three (3) years prior experience on similar projects.
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1. Subject to the procedure prescribed by law, the CAAP may terminate the contract under any of the following conditions:

a. Outside of force majeure, the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. The CAAP may rescind or terminate the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

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Prepared by:



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Approved by:



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