



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



25 October 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 Service Vehicles At Bicol International Airport – 2<sup>nd</sup> SVP** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **07 November 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; and
4. 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.

**Quotations not accompanied by current Mayor's/Business Permit; name/credentials of proposed Auto Mechanic; Phil-GEPS Registration Number; and List of Similar Contracts shall be automatically disqualified.**

**SCOPE OF WORK****TOYOTA HI-ACE 131203**

- 1. Replacement of Timing Belt, Aircon and Power Steering Belt*
- 2. Brake Shoe and Pad Replacement*

**TOYOTA HI-ACE A8P811**

- 1. Replacement of Timing Belt, Aircon and Power Steering Belt*
- 2. Brake Shoe and Pad Replacement*

**TOYOTA REVO SFG 674**

- 1. Replacement of Four(4) Tires*
- 2. Main Oil Seal Replacement*

**ISUZU DMAX EAB 1149**

- 1. Aircon General Cleaning*
- 2. Transmission Change Oil*
- 3. Engine Change Oil*
- 4. Replacement of Wiper Blade and Fan Belt*

**MITSUBISHI STRADA SHY 990 (PICK-UP)**

- 1. Main Engine Change Oil*
- 2. Fan and Aircon Belt Replacement*

**STAREX NFO 387**

- 1. Change of Tint from Light to Dark Color (Left, Right & Rear portion)*
- 2. Replacement of Engine Timing Belt*
- 3. Replacement of Seat Cover*
- 4. Replacement of 2 Set of Head Light*
- 5. Replacement of Battery & Steering Cover*
- 6. Replacement of Brake Pad, Brake Shoe & Belt*
- 7. Replacement of Bulbs and Door Handle*
- 8. Engine Change Oil*
- 9. Replacement of Engine Starter*

**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 SERVICE VEHICLES AT BICOL INTERNATIONAL AIRPORT - 2ND SVP**

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		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) 3% x [(5) + (9)]	(11) (9) + (10)	(12) (5) + (11)	(13) (12)/(3)
1.00	MECHANICAL WORKS	1.00	lot									
- nothing follows -												
TOTAL AMOUNT												

Submitted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

Annex "B"

(Contractor's Logo On Main Page)

**BILL OF QUANTITIES****Project: Repair & Maintenance Of Service Vehicles At Bicol International Airport-2nd SVP****Location: Bicol International Airport, Daraga, Albay**

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	MECHANICAL WORKS				
	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)

**DETAILED ESTIMATE FORM**

**NAME OF PROJECT** : REPAIR AND MAINTENANCE OF SERVICE VEHICLES  
AT BICOL INTERNATIONAL AIRPORT - 2ND SVP

**LOCATION** : Bicol International Airport, Daraga, Albay

**SUBJECT** : Bill of Quantities

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>1.00</b>	<b>MECHANICAL WORKS</b>				
<b>A</b>	<b>MATERIAL COST</b>				
<b>1.10</b>	<b>TOYOTA HI-ACE 131203</b>				
	1.) Replacement of Timing Belt	1.00	pc		
	2.) Replacement of Aircon and Power Steering Belt	1.00	pc		
	3.) Replacement of Brake Pad	1.00	set		
	3.) Replacement of Brake Shoe	1.00	set		
				<i>Material cost...</i>	
<b>1.20</b>	<b>TOYOTA HI-ACE - A8-P811</b>				
	4.) Replacement of Timing Belt	1.00	pc		
	5.) Replacement of Aircon and Power Steering Belt	1.00	pc		
	6.) Replacement of Brake Pad	1.00	set		
	7.) Replacement of Brake Shoe	1.00	set		
				<i>Material cost...</i>	
<b>1.30</b>	<b>TOYOTA REVO SFG 674</b>				
	8.) Replacement of four(4) tires (R14 (195R14)	4.00	pcs		
	9.) Replacement of main oil seal	1.00	pc		
				<i>Material cost...</i>	
<b>1.40</b>	<b>ISUZU DMAX EAB 1149</b>				
	10.) Wiper Blade	1.00	set		
	11.) Automatic Transmission Oil	8.00	ltr.		
	12.) Diesel Engine Oil	4.00	ltr.		
	13.) Fan belt	3.00	pcs		
	14.) Automatic Transmission Filter Oil	1.00	pc		
	15.) Engine Oil Filter	1.00	pc		
	16.) Transmission ATF Fluid	4.00	ltr.		
				<i>Material cost...</i>	
<b>1.50</b>	<b>MITSUBISHI STRADA SHY 990 (PICK-UP)</b>				
	17.) Diesel Engine Oil	4.00	ltr.		
	18.) Oil Filter	1.00	pc		
	19.) Fan belt	1.00	pc		
	20.) Aircon Belt	1.00	pc		
				<i>Material cost...</i>	
<b>1.60</b>	<b>STAREX NFO 387 MODEL 2008</b>				
	20.) Head Light Lamp with Bulb	2.00	set		
	Steering Cover	1.00	pc		
	Battery 2SM 12V	1.00	pc		
	Brake Pad	1.00	set		
	Brake Shoe	1.00	set		
	Engine Coolant	4.00	ltr.		
	Engine Belt	1.00	pc		
	Fan belt	1.00	pc		
	Aircon Belt	1.00	pc		
	Dome Bulb 12V	2.00	pcs		
	Single Contact Bulb 12V	4.00	pcs		
	Double Contact Bulb 12V	2.00	pcs		
	Door Handle	1.00	set		
	Seat Cover	1.00	set		
	Diesel Engine Oil	4.00	ltr.		
	Oil Filter	1.00	pc		
	Fuel Filter	1.00	pc		
	Timing Belt	1.00	pcs		


Continuation....

1.70	LABOR COST (For All Vehicles, including testing & commissioning.....)			
A	TOTAL MATERIAL COST			
B	TOTAL LABOR COST			
C	TOTAL EQUIPMENT COST			
D	TOTAL DIRECT COST			
<b>INDIRECT COSTS</b>				
1. OCM	0.0%	of Estimated Direct Cost		
2. CONTRACTOR's PROFIT	0.0%	of Estimated Direct Cost		
E. TOTAL OCM & PROFIT	0.0%	of D		
F. VALUE ADDED TAX, (VAT)	5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST (F + E), P				
H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit				
TOTAL ESTIMATED COST (D + G), P				
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 07 November 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 Service Vehicles At Bicol International Airport -2<sup>nd</sup> SVP**. The Approved Budget for the Contract (ABC) is **Two Hundred Ninety Eight Thousand Seven Hundred Ninety Three Pesos & 25/100 (Php 298,793.25)**. 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

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for **Repair & Maintenance Of Service Vehicles At Bicol International Airport – 2<sup>nd</sup> SVP** to the above-named dealer/supplier in accordance with the existing regulations.

\_\_\_\_\_  
Canvasser