



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



12 December 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 **General Maintenance Of DEGS 250KVA (1 Unit) 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 **19 December 2023 at 2:00 pm** at the BAC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.

**SCOPE OF WORK:**

1. Replacement of Oil Filters;
2. Replacement of Fuel Filters;
3. Replacement of Water Separator
4. Replacement of Starting Batteries;
5. Replacement of Fan Belts;
6. Replacement of Alternator Belts
7. Add Up of Coolant;
8. Technical Analysis of the 250KVA DEGS;
9. Repair and repainting of fuel lines;
10. Provision of DEGS Shelter (Steel);
11. General Cleaning, and Flushing of Radiator; and
12. System Test.

**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

General Maintenance Of DEGS 250KVA (1 Unit) 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)<br>(5) x (8) | (10)<br>5% X [(5) + (9)] | (11)<br>(9) + (10)  | (12)<br>(5) + (11) | (13)<br>(12)/(3) |
| 1.0          | Repair Works        | 1.00     | lot  |                       |             |        |               | -                | -                        | -                   | -                  |                  |
| TOTAL AMOUNT |                     |          |      | -                     |             |        |               |                  |                          | -                   | -                  |                  |

Submitted by:

Printed Name:

Position:

Name of Company:

Date:

Annex "B"

(Contractor's Logo On Main Page)

BILL OF QUANTITIES

Project: General Maintenance Of DEGS 250KVA (1 Unit) At Bicol International Airport

Location : Bicol International Airport, Daraga, Albay

| Item No | Description     | Qty  | Unit | Unit Price | Amount |
|---------|-----------------|------|------|------------|--------|
| 1.00    | Repair of Works |      |      |            |        |
|         | Pesos           | 1.00 | lot  |            |        |
|         | Amount in Words |      |      |            |        |
|         |                 |      |      |            |        |
|         | and             |      |      |            |        |
|         | centavos        |      |      |            |        |

Total Bid Amount (Php) :

Total Bid Amount in Words:

Submitted by:

Printed Name:

Position:

Name Company:

Date:




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|--|
| <b>NAME OF PROJECT:</b> General Maintenance Of DEGS 250KVA (1 Unit) At Bicol International Airport |
| <b>LOCATION:</b> Bicol International Airport, Daraga, Albay  |
| <b>SUBJECT:</b> Bill of Quantities   |

| SUBJECT: Bill of Materials  |  |          |        |                       |        |
|---|--|----------|--------|-----------------------|--------|
| ITEM  | DESCRIPTION  | QUANTITY | UNIT   | UNIT PRICE            | AMOUNT |
| A.  | Preventive Maintenance Service<br>250KVA Gensets                                   |          |        |                       |        |
|   | Materials:   |          |        |                       |        |
|   |  |          |        |                       |        |
|   | Starting Batteries (8D)  | 4        | unit   |                       |        |
|   | Engine Oil (15-40) Shell Rimmula   | 100      | liters |                       |        |
|   | Oil Filter   | 3        | pc     |                       |        |
|   | Air Filter   | 3        | pc     |                       |        |
|   | Fuel Filter (Part no: X5940830093)   | 3        | pc     |                       |        |
|   | Fanbelts   | 4        | pc     |                       |        |
|   | Alternator Belts   | 4        | pc     |                       |        |
|   | Water separator  | 2        | pc     |                       |        |
|   | Coolant  | 100      | liters |                       |        |
|   |  |          |        | Material Cost         |        |
|   |  |          |        |                       |        |
| B.  | Repair of Fuel lines of 250KVA DEGs  |          |        |                       |        |
|   | Repair and repainting of Fuel lines  | 1        | lot    |                       |        |
|   |  |          |        |                       |        |
| C.  | Replacement of Steel Canopy/ Cover of Genset                                       |          |        |                       |        |
|   | Provision of DEGs Shelter (Steel)  | 1        | lot    |                       |        |
|   |  |          |        |                       |        |
| D.  | Repainting of DEGs (250KVA)  |          |        |                       |        |
|   | Repainting of DEGs (Internal/External)   | 1        | lot    |                       |        |
|   |  |          |        |                       |        |
| E.  | Flushing of Radiator (250KVA)  |          |        |                       |        |
|   | General Cleaning and Flushing of Radiator and Repair of any leaks.                 | 1        | lot    |                       |        |
| F.  | Technical Analysis<br>*Shall be done on a quarterly basis for a one-year duration. | 1        | lot    |                       |        |
|   |  |          |        | Labor Cost            |        |
| A   | TOTAL MATERIAL COST  |          |        |                       |        |
| B   | TOTAL LABOR COST   |          |        |                       |        |
| C   | TOTAL DIRECT COST  |          |        |                       |        |
| INDIRECT COSTS  |  |          |        |                       |        |
| 1. OCM  |  | 5.0%     |        | Estimated Direct Cost |        |
| 2. CONTRACTOR's PROFIT  |  | 10.0%    |        | Estimated Direct Cost |        |
| E. TOTAL OCM & PROFIT   |  | 15.0%    |        | 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:   |  |          |        |                       |        |

Your 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 19 December 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.**

**Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number and List of completed similar projects with attached supporting documents shall be automatically disqualified.** All quotations together with the required documents should be placed in a sealed envelope marked **General Maintenance Of DEGS 250KVA (1 Unit) At Bicol International Airport**. The Approved Budget for the Contract (ABC) is **Seven Hundred Thirty-Nine Thousand Seven Hundred Pesos (Php 739,700.00)**, inclusive of Two (2) years full Warranty coverage of the Starting Batteries after acceptance. No. of Days to Complete: **Thirty (30) 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 the **General Maintenance Of DEGS 250KVA (1 Unit) At Bicol International Airport** project to the above-named dealer/supplier in accordance with the existing regulations.

\_\_\_\_\_  
*Canvasser*