



13 March 2024

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**, in connection with the implementation of the **Periodic Maintenance Inspection Of 4 Units Passenger Elevator And 4 Units Escalator System Including Supply Of Consumables At Bicol International Airport** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our **Canvass and Contract Committee (CCC)** not later than **2:00 p.m.** on **22 March 2024** at the **CAAP's physical address** at the **BAC/CCC 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 and latest credentials/certificate of the Technician, Service Engineer and Helper who will operate and maintain the Passenger Elevator and Escalator Units;
- 4 Proof/permit showing that its primary business is on Operation and Maintenance of Elevators and Escalators with at least three (3) years of experience;
- 5 List of completed similar project within the last three (3) years which must be related to periodic maintenance inspection of passenger elevator and escalator units with attached supporting documents; and
- 6 List of Contractor's Equipment (Basic Tools, Special Tools, Power Tools, Multi Tester and Vacuum Cleaner)
*(The contractor's major equipment units, which are owned, leased, and/or under purchase agreements must be supported by **proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, which must meet the minimum requirements.***

7. Other documentary requirements:

7.1 Omnibus Sworn Statement *(see attached format, maybe submitted together with the quotation or before issuance of Notice of Award.)*

Quotations not accompanied by current Mayor's/Business Permit; Phil-GEPS Registration Number; Name and latest credentials/certificate of the Technician, Service Engineer and Helper who will operate and maintain the Passenger Elevator and Escalator Units; Proof/permit showing that its primary business is on Operation and Maintenance of Elevators and Escalators with at least three (3) years of experience; List of completed similar project with attached documents; and List of contractor's equipment including proof of ownership/certification of availability of equipment shall be automatically disqualified.

SCOPE OF WORK

1. Systematic Examination of all units.		
a. Checking of brakes		
b. Checking of all wiring and electrical connections		
c. Checking of all sensors, limit switches and mechanical safety switches		
d. Checking of oil level and lubricant		
e. Checking of physical components (condition of ropes, hoists, railings, rollers, counter weight assembly, etc)		
f. Checking of Overall function (motors, controllers, moving parts, etc)		
2. General Cleaning of all units (including Escalator Machine Pit and Elevator Pit).		
3. Topping of lubricating oil to reservoir/tank and greasing of components.		
4. Mechanical and Electrical Adjustments		
5. Testing of units (Including safety devices)..		
7. Refresher Trainings on Technical Personnel and Operators.		
8. Submission comprehensive service report and recommendations signed by Service Engineer.		
9. 24/7 Technical Service Assistance via phone call and viber.		

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

PERIODIC MAINTENANCE INSPECTION OF 4 UNITS PASSENGER ELEVATOR AND 4 UNITS ESCALATOR SYSTEM

INCLUDING SUPPLY OF CONSUMABLES 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) x (8)	(10) 12% X [(5) + (9)]	(11) (9) + (10)	(12) (5) + (11)	(13) (12)/(3)
1.00	PERIODIC MAINTENANCE 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: Periodic Maintenance Inspection Of 4 Units Passenger Elevator And 4 Units Escalator System Including Supply Of Consumables At Bicol International Airport

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	Periodic Maintenance Repair 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"			
<i>(Contractor's Logo On Main Page)</i>					
NAME OF PROJECT	:	Periodic Maintenance Inspection of 4 unit Passenger Elevator and 4 unit Escalator System including Supply of Consumables at Bicol International Airport			
LOCATION	:	Bicol International Airport, Alobo, Daraga, Albay			
SUBJECT	:	Bill of Quantities			
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
A	Material Cost <i>(Minor materials, consumables and parts included in the Service Charge)</i>				
				<i>Material Cost</i>	-
B	Labor Cost	QTY	UNIT	UNIT COST	AMOUNT
	Service Charge for Passenger Terminal Building (PTB) Passenger Elevator Units	4.00	Lot		
	Service Charge for Passenger Terminal Building (PTB) Escalator Units	3.00	Lot		
	Service Charge for Air Traffic Control Tower Building (ATC) Service Elevator Unit	1.00	Lot		
	<i>Note: Unit Cost for each equipment type covers three(3) PM Schedules for CY 2024. Includes technical services, labor works, minor parts replacements, consumables, mobilization, provision of special tools and equipment. (please scope of work)</i>				
				<i>Labor Cost</i>	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT RENTAL COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
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)	12.0%	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:		


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 site if the contract is awarded. Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address provided. Quotations must be delivered to the **Civil Aviation Authority of the Philippines, Area Center V** at its physical address at the **BAC/CCC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay** not later than **2:00 p.m. on 08 March 2024**.

Online submission is not allowed and late quotations shall not be accepted. All quotations together with the required documents should be placed in a **sealed envelope** marked **Periodic Maintenance Inspection Of 4 Units Passenger Elevator And 4 Units Escalator System Including Supply Of Consumables At Bicol International Airport**.

TERMS OF REFERENCE

Name of Project	Periodic Maintenance Inspection Of 4 Units Passenger Elevator And 4 Units Escalator System Including Supply Of Consumables At Bicol International Airport
Approved Budget	Two Hundred Forty-Five Thousand Two Hundred Eighty Pesos (Php 245,280.00)
Number of Days to Complete	Three (3) Preventive Maintenance Service For 2024 Three (3) Days per Preventive Maintenance Service Schedule Total of Nine (9) Days for CY 2024
Location/s	Bicol International Airport, Alobo, Daraga, Albay
Contractor's Obligation	<p>1. The Service Provider shall carry out the works properly and in accordance with the Contract. The Service Provider shall be responsible for the supply of labor, technical expertise, supervision, provision of tools and instruments, repair equipment, and other related items needed for the proper maintenance and inspection of the 4 Units Passenger Elevator and 4 Units Escalator System as specified in the Scope of Work.</p> <p>2. The Service Provider shall commence execution of the works immediately upon the receipt of Notice to Proceed and shall carry out the works in accordance with the Contract Agreement. The Service Provider shall perform the detailed operation and maintenance services on the 4 Units Passenger Elevator and 4 Units Escalator System on the scheduled date and time determined by the CAAP-Bicol International Airport.</p> <p>3. The Service Provider shall be responsible for the safety of all activities on the Site.</p> <p>9. Submit evaluation/status report and recommendation signed by the Service Engineer and/ or Service Supervisor, as well as field service report signed by servicing personnel.</p> <p>10. The Service Provider and its employees shall agree to abide by the safety and security requirements of the Bicol International Airport. They must comply with the BIA' rules and regulations, directives, instructions and other existing rules and regulations.</p> <p>11. The Service Provider shall ensure that its employees wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards while performing periodic maintenance and other works inside and outside the BIA's premises.</p> <p>12. The Service Provider shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.</p>
Liquidated Damages	The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day of delay. The applicable liquidated damages is at least one tenth (1/10) of one percent of the cost of the unperformed portion for every day of delay.

Very truly yours,


EPIFANIO O. PRINIA, JR.
 Chairperson, Contract and Canvass Committee

EPIFANIO O. PRINIA, JR.

Chairperson, Canvass and Contract 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 the project **Periodic Maintenance Inspection Of 4 Units Passenger Elevator And 4 Units Escalator System Including Supply Of Consumables At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA
Canvasser

Admin. Bldg., CAAP, Bicol International Airport, Daraga, Albay, Philippines, 4501

BAC/CCC Office Tel Nos.: 0906-410-2901

Tel. Hotline Nos.: 0945-341-6603/ 0929-461-2407/(052)742-3321

Email Address: bia_airport@caap.gov.ph / area_center5@caap.gov.ph