



01 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 Of Fire Detection System (FDAS) At PTB And Ancillary Buildings Of 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 **08 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/credentials of proposed Electrical Engineer/Fire Practitioner, 2-Technicians And 1- Helper;
4. List of completed similar contracts showing proof that bidder has experience in FDAS maintenance during the past three (3) years prior to submission of quotations;
5. List of Equipment (Basic Tools, Special Tools, Multi Tester/Clam Ammeter, Ladder, Scaffolding and Testing Device)

*(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).*

6. Other documentary requirements:

6.1 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/credentials of proposed Electrical Engineer/Fire Practitioner, Technicians and Helper; List of completed similar project with attached supporting 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 and Technical Services		
a. Walkthrough inspection and visual assessment.		
a. Checking and re-tightening of electrical assembly terminations (wirings, electrical panels and device terminals)		
b. Checking and cleaning of sensors, smoke detectors, heat detectors, alarm buzzer/bell, MCP, FACP.		
c. Functional Test		
2. Conduct Electrical Adjustments as needed.		
3. Troubleshooting, tracing and rectification of existing faults.		
4. System re-programming, Simulation exercise, Testing and Commissioning.		
5. Refresher Training of Technical Personnel and Operator		
6. Submission Comprehensive Service Report and Recommendations.		
7. Defect findings, major repairs and parts replacement will be given separate proposal or quotation.		

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 OF FIRE DETECTION SYSTEM (FDAS) AT PTB AND ANCILLARY BUILDINGS OF 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) (5) 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 Of Fire Detection System (FDAS) At PTB And Ancillary Buildings Of Bicol International Airport**

Location : Bicol International Airport, 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"

(Contractor's Logo On Main Page)

NAME OF PROJECT : Periodic Maintenance Of Fire Detection System (FDAS) At PTB
And Ancillary Buildings Of Bicol International Airport

LOCATION : Bicol International Airport, Alobo, Daraga, Albay

SUBJECT : Bill of Quantities

ITEM		QUANTITY	UNIT	UNIT COST	AMOUNT
A	(Minor materials and consumables are included in the PM Service Charge)				
				<i>Material Cost</i>	
B		QTY	UNIT	UNIT COST	
	Preventive Maintenance Services Cost	1.00	Lot		
	(Includes technical services, labor works, minor parts replacements, consumables, mobilization, provision of special tools and equipment. (Please see scope of work))			<i>Labor Cost</i>	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT 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 Of Fire Detection System (FDAS) At PTB And Ancillary Buildings Of Bicol International Airport.**

TERMS OF REFERENCE

Name of Project	Periodic Maintenance Of Fire Detection System (FDAS) At PTB And Ancillary Buildings Of Bicol International Airport
Approved Budget	Php 245,840.00
Number of Days to Complete	The scheduled maintenance service shall be done by two (2) technicians and a one (1) helper within seven (7) calendar days.
Location/s	Bicol International Airport, Alobo, Daraga, Albay
Service Provider's Obligation	<ol style="list-style-type: none"> 1. The service provider shall apply the standards set forth by RA 9514 or the Revised Fire Code of the Philippines. 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 complete the project per approved work time of seven (7) calendar days. 3. 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. 4. 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. 5. It shall be the responsibility of the Service Provider to maintain the fire detection alarm system in good working condition for the entire duration of the periodic maintenance. 6. The Service Provider shall be responsible and liable for the cost of repair due to damages caused by his own employees while conducting periodic maintenance work.
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 **Periodic Maintenance Of Fire Detection System (FDAS) At PTB And Ancillary Buildings Of Bicol International Airport** project 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