



01 April 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 Sewage Treatment Plant Including Supply Of Consumables At Bicol International Airport-3<sup>rd</sup> SVP** 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 April 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 and Service Engineer who will operate the Sewage Treatment Plant to ensure proper operation and monitoring of STP;
- 4 Proof/permit showing that its primary business is on Operation and Maintenance of Sewage Treatment Facility 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 of Sewage Treatment Facility with attached supporting documents; and
- 6 List of Contractor's Equipment (Basic Tools, Special Tools, Pressure Washer, Multi Tester/Clamp Ammeter 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 and Service Engineer who will operate the Sewage Treatment Plant; Proof/permit showing that its primary business is on Operation and Maintenance of Sewage Treatment Facility 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 process and components.	
a. Checking of electrical assembly (wirings, electrical panels and connections)	
b. Checking of control panel, sensors, switches & emergency stops.	
c. Checking of ozone generator tanks, reactor tanks, biocleaner ammonia buster	
d. Checking of pumps, motors and air pumps	
e. Checking of filters (MMF, activated carbon, bag filter)	
f. Checking of Overall function	
2. Mechanical and Electrical Adjustments as needed.	
3. Greasing/lubrication of parts	
3. General Cleaning of Components (UV quartz sleeves, bio cleaners, reactors tanks, MMF filters, ACF filters, Bag filters, flowmeters, totalizer, sight glass, air hoses)	
4. Testing of Unit. Measuring of parameters.	
6. Refresher Training of Technical Personnel and Operator	
7. Submission Comprehensive Service Report and Recommendations.	
8. 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 SEWAGE TREATMENT PLANT INCLUDING SUPPLY OF CONSUMABLES AT BICOL INTERNATIONAL AIRPORT-3rd SVP												
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"					
<i>(Contractor's Logo On Main Page)</i>					
<b>BILL OF QUANTITIES</b>					
<b>Project: Periodic Maintenance Of Sewage Treatment Plant Including Supply Of Consumables</b>					
<b>At Bicol International Airport-3rd SVP</b>					
<b>Location : Bicol International Airport, Aloba, Daraga, Albay</b>					
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 Sewage Treatment Plant Including Supply Of Consumables At Bicol International Airport-3rd SVP		
LOCATION		:	Bicol International Airport, Alobo, Daraga, Albay		
SUBJECT		:	Bill of Quantities		
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
A	Material Cost				
	(Minor materials, consumables and parts included in the Service Charge)				
				Material Cost .....	-
B	Labor Cost	QTY	UNIT	UNIT COST	
	Preventive Maintenance Service 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)			Labor Cost .....	
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 April 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 Sewage Treatment Plant Including Supply Of Consumables At Bicol International Airport-3rd SVP**.



**TERMS OF REFERENCE**

Name of Project	Periodic Maintenance Of Sewage Treatment Plant Including Supply Of Consumables At Bicol International Airport-3 <sup>rd</sup> SVP
Approved Budget	Ninety-Eight Thousand Pesos (Php 98,000.00).
Number of Days to Complete	Semi Annual Periodic Maintenance Service (2 days per visit)
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 disposables such as waste rugs and other related items needed for the daily operation and proper maintenance of the Sewage Treatment Plant (STP) 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 STP equipment/system on Semi Annual PMS with 2 (two) days per visit.</p> <p>3. The Service Provider shall be responsible for the safety of all activities on the Site.</p> <p>4. The Service Provider shall harmoniously work together with the BIA personnel and always ready to assist the Pollution Control Officer in the preparation and submission of DENR required reports and application for any environmental permits or clearances in compliance with the Republic Act 9275, otherwise known as the Clean Water Act.</p> <p>5. 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>6. The Service Provider shall ensure that its employees wear 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>7. 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. PRINJA, 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

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**TO WHOM IT MAY CONCERN:**

This is to certify that I have personally served this Request for Quotation for the **Periodic Maintenance Of Sewage Treatment Plant Including Supply Of Consumables At Bicol International Airport-3<sup>rd</sup> SVP** project to the above-named dealer/supplier in accordance with the existing regulations.

  
**LINDA MARIE D. OGENA**  
Canvasser

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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**