



28 May 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 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables 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 **Canvass and Contract Committee (CCC)** not later than **2:00 p.m.** on **05 June 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;
- 5.2 Phil-GEPS Registration Number;
- 5.3 Name and latest credentials/certificate of the three (3) Technician, one (1) Service Engineer and two (2) Helper who will operate and maintain the Air-Handling Units;
- 5.5 List of completed similar project within the last five (5) years which must be related to preventive or corrective maintenance of air-handling units;
- 5.6 List of Contractor's Equipment (Basic Tools, Special Tools, Power Tools, Multi Tester/Clamp Ammeter, Vacuum Cleaner and Pressure Washer)  
*(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:

- 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 Air-Handling Units; 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 electrical assembly (wirings, electrical panels and terminations)			
b. Checking of sensors and instrumentations (includes limit switches, thermostats, emergency stops, pressure sensors/gauges, thermometers/temperature sensors, CO2 detectors, auto airvents, actuators)			
c. Checking of mechanical assembly (fan/blower, filters, evaporator coils, belts, control valves and actuators, dampers, cooling coils/heat exchangers, etc.)			
d. Checking of drive motors, VFDs and Control panels.			
e. Checking of Overall function.			
2. Mechanical and Electrical Adjustments			
3. Application of lubricants if necessary.			
4. General Cleaning of all units and components (including filter media, frames/casing, condensate pan, pipelines, cooling coils, drain lines)			
5. Testing of all units.			
6. Submission Comprehensive Service Report and Recommendations.			
<i>Note: Any Defect findings, repairs works and major parts replacement will be given separate proposal or quotation.</i>			

**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 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables At Bicol International Airport-2nd 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									
<b>TOTAL AMOUNT</b>												

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 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables At Bicol International Airport-2nd SVP**

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
<b>1.00</b>	<b>Periodic Maintenance Repair Works</b>				
	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: \_\_\_\_\_

Annex "C"

(Contractor's Logo On Main Page)

**NAME OF PROJECT** : Periodic Maintenance Inspection Of 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables At Bicol International Airport-2nd SVP

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

**SUBJECT** : Bill of Quantities

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>A</b>	<b>Material Cost</b>				
	Supply and delivery of fabricated AHU Washable Filter with aluminum casing (59.5 cm x 59.5 cm x 4.5 cm)	30.00	Pc		
				<i>Material Cost .....</i>	
<b>B</b>	<b>Labor Cost</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>AMOUNT</b>
	Replacement of 25mm Brass Gate Valve for Fan Coil Units	15.00	Unit		
	<b>Preventive Maintenance Service</b>				
	Air-Handling Unit MIDEA (17.5TR)	2.00	Lot		
	Air-Handling Unit MIDEA (60.3TR)	1.00	Lot		
	Air-Handling Unit MIDEA (51.7TR)	4.00	Lot		
	Air-Handling Unit MIDEA (70.9TR)	1.00	Lot		
	Air-Handling Unit MIDEA (24.6TR)	3.00	Lot		
	Air-Handling Unit MIDEA (30.8TR)	2.00	Lot		
	Air-Handling Unit GREE (30TR)	2.00	Lot		
	Air-Handling Unit GREE (20TR)	1.00	Lot		
	Air-Handling Unit Rooftop Package GREE (12TR)	1.00	Lot		
	<i>Note: One time PMS Schedule for CY 2024. Includes technical services, labor works, minor parts replacements, consumables, mobilization, provision of special tools and equipment. Please see scope of work.</i>				
				<i>Labor Cost .....</i>	

<b>A</b>	<b>TOTAL MATERIAL COST</b>				
<b>B</b>	<b>TOTAL LABOR COST</b>				
<b>C</b>	<b>TOTAL EQUIPMENT RENTAL COST</b>				-
<b>D</b>	<b>TOTAL DIRECT COST</b>				

**INDIRECT COSTS**

<b>1. OCM</b>	0.0%	of Estimated Direct Cost	
<b>2. CONTRACTOR'S PROFIT</b>	0.0%	of Estimated Direct Cost	
<b>E. TOTAL OCM &amp; PROFIT</b>	0.0%	of D	
<b>F. VALUE ADDED TAX, (VAT)</b>	12.0%	of (D + E)	
<b>G. SUB-TOTAL ESTIMATED INDIRECT COST ( F + E ), P</b>			
<b>H. SUB-TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit</b>			
<b>SUB-TOTAL ESTIMATED COST ( D + G ), P</b>			
<b>SUB-TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit</b>			

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 **05 June 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 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables At Bicol International Airport-2<sup>nd</sup> SVP.**

**TERMS OF REFERENCE**

Name of Project	Periodic Maintenance Inspection Of 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables At Bicol International Airport-2 <sup>nd</sup> SVP
Approved Budget	Four Hundred Fifty Thousand Six Hundred Sixty Pesos (Php 450, 660.00),
Number of Days to Complete	Thirty (30) Calendar Days
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 17 Air-Handling Units 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 17 Air-Handling Units 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>4. 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>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 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>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. 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:

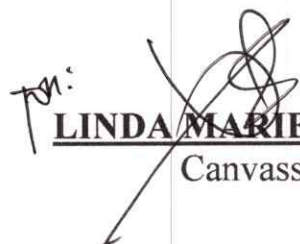
In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

\_\_\_\_\_  
Signature Over Printed Name of Dealer/Supplier

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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 17 Units Air-Handling At PTB And Ancillary Bldgs. Including Supply Of Consumables At Bicol International Airport-2<sup>nd</sup> SVP** to the above-named dealer/supplier in accordance with the existing regulations.

*For:*  
  
**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](mailto:bia_airport@caap.gov.ph) / [area\\_center5@caap.gov.ph](mailto:area_center5@caap.gov.ph)