



06 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 **Provision Of Typhoon Guards (Admin, CSIS, Staff House & Eqpt. Shed Bldg.) At Virac 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 3:00 p.m. on 13 May 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 Valid PCAB License Small B Category Cand D;
  - 2 Current Mayor's/Business Permit;
  - 3 Phil-GEPS Registration Number;
  - 4 Name/credentials of proposed Safety Officer;
  - and
  - 5 List of completed similar project which must be related to any installation of steel accordion type enclosure with attached supporting documents.
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.*)
  - 6.2 Latest Income & Business Tax Returns [*maybe submitted together with the quotation or before issuance of Notice of Award*]:
    - 6.2.1 Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal duly stamped received by the BIR; and
    - 6.2.2 Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Bids filed through the Electronic Filing & Payment System (EFPS).

7.3 Additional Requirements to be submitted *before issuance of Notice To Proceed*:

- 7.3.1 Work Schedule;
- 7.3.2 PERT/CPM;
- 7.3.3 S-Curve;
- 7.3.4 Manpower Schedule;
- 7.3.5 Work Method;
- 7.3.6 Construction Safety & Health Programs Approved by the DOLE\*; and
- 7.3.7 Performance Security.

*\*Copy of the CSHP received by the DOLE may be initially submitted together with the NOA however, the DOLE approved CSHP must be immediately submitted upon approval.*

**Quotations not accompanied by current Mayor's/Business Permit, valid PCAB License; name/credentials of proposed Safety Officer; Phil-GEPS Registration Number; List of completed similar project with attached documents shall be automatically disqualified.**

**SCOPE OF WORK**

1.) Site preparation.			
2.) Provision of Typhoon Guards (verify to plans).			
3.) Provision of minor tools and equipment.			

**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**

Provision Of Typhoon Guards (Admin, CSIS, Staff House &amp; Eqpt. Shed Bldg.) At Virac Airport

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		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) 5% x [(5) + (9)]	(11) (9) + (10)	(12) (5) + (11)	(13) (12)/(3)
<b>1.00</b>	<b>ARCHITECTURAL WORKS</b>											
1.01	ACCORDION DOORS & WINDOWS	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: Provision Of Typhoon Guards (Admin, CSIS, Staff House & Eqpt. Shed Bldg.) At Virac Airport**

Location : Virac Airport, Virac, Catanduanes

Item No	Description	Qty	Unit	Unit Price	Amount
<b>1.00</b>	<b>Architectural Works</b>				
<b>1.01</b>	<b>Accordion Doors and Windows</b>				
	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 : Provision of Typhoon Guards (Admin, CSIS, Staff House & Eqpt. Shed bldg)  
 LOCATION : Virac Airport, Virac, Catanduanes  
 SUBJECT : Bill of Quantities

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.00	<b>ARCHITECTURAL WORKS</b>				
1.01	ACCORDION DOORS & WINDOWS				
A	<b>MATERIAL COST</b>				
	<i>CSIS Building</i>				
	±1.20m width X ±1.70m height Steel Accordion Type Window including Metal Folding Frame	5.00	set		
	±1.60m width X ±2.10m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	±1.00m width X ±2.15m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	<i>Staff House</i>				
	±1.60m width X ±1.45m height Steel Accordion Type Window including Metal Folding Frame	4.00	set		
	±0.80m width X ±1.45m height Steel Accordion Type Window including Metal Folding Frame	1.00	set		
	±0.90m width X ±2.25m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	±0.80m width X ±2.10m height Steel Accordion Type Door including Metal Folding Frame	3.00	set		
	<i>Equipment Shed</i>				
	±1.60m width X ±1.20m height Steel Accordion Type Window including Metal Folding Frame	3.00	set		
	±0.90m width X ±0.70m height Steel Accordion Type Window including Metal Folding Frame	1.00	set		
	±1.80m width X ±2.15m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	±0.90m width X ±2.15m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	±1.00m width X ±2.15m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	±2.20m width X ±2.15m height Steel Accordion Type Door including Metal Folding Frame	1.00	set		
	<i>(including delivery &amp; installation)</i>				
				<b>Material Cost. ....</b>	
A	<b>DOORS &amp; WINDOWS TOTAL MATERIAL COST</b>				
B	<b>DOORS &amp; WINDOWS TOTAL LABOR COST</b>				-
C	<b>DOORS &amp; WINDOWS TOTAL EQUIPMENT COST</b>				-
D	<b>DOORS &amp; WINDOWS TOTAL DIRECT COST</b>				
<b>INDIRECT COSTS</b>					
1. OCM		8.0%	of Estimated Direct Cost		
2. CONTRACTOR'S PROFIT		5.0%	of Estimated Direct Cost		
E. TOTAL OCM & PROFIT		13.0%	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 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 **3:00 p.m. on 13 May 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 Provision Of Typhoon Guards (Admin, CSIS, Staff House & Eqpt. Shed Bldg.) At Virac Airport.**

**TERMS OF REFERENCE**

Name of Project	Provision Of Typhoon Guards (Admin, CSIS, Staff House & Eqpt. Shed Bldg.) At Virac Airport
Approved Budget	Five Hundred Ninety-Five Thousand Two Hundred Eighty-One Pesos & 29/100 (Php 595, 281.29)
Number of Days to Complete	Sixty (60) calendar days
Location/s	Virac Airport, Virac, Catanduanes
Contractor's Obligation	<p>1. The Contractor shall carry out the works properly and in accordance with the Contract. The Contractor shall provide all supervision, labor, materials, plant and equipment required for the project.</p> <p>2. The Contractor 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 Contractor shall complete the project per approved Contract time of Sixty (60) calendar days.</p> <p>4. The Contractor shall be responsible for the safety of all activities on the Site.</p> <p>5. The Contractor 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 Contractor 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 **Provision Of Typhoon Guards (Admin, CSIS, Staff House & Eqpt. Shed Bldg.) At Virac Airport** 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](mailto:bia_airport@caap.gov.ph) / [area\\_center5@caap.gov.ph](mailto:area_center5@caap.gov.ph)