



28 May 2024  
Date

## REQUEST FOR QUOTATION

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\_\_\_\_\_  
\_\_\_\_\_

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 **Repair And Maintenance Of Isuzu Dmax SAA 8372 At Bicol International Airport-3rd 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:

- 5.1 Current Mayor's/Business Permit; and
- 5.2 Phil-GEPS Registration Number.
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.*); and
  - 6.2 Performance Security (*on or before the deadline indicated in the NOA.*)

**Quotations not accompanied by current Mayor's/Business Permit; and Phil-GEPS Registration Number shall be automatically disqualified.**

## **SCOPE OF WORK**

### **I. General Cleaning and Repair of Aircon**

1. Dismantling of Car Aircon System;
2. Replacement of Car Aircon Parts; and
3. Conduct Flushing of Car Aircon System.

### **II. Repair and Replacement of Mechanical and Other Car Parts**

1. Replacement of Weather Strips;
2. Repair of Tail Door, Welding Acetylene, Re-alignment, and Painting;
3. Replacement of Brake Shoe and Cleaning Front Brake, Replacement of Rear Wheel Cap;
4. Replacement of Secondary Clutch;
5. Change Oil and Replacement of Oil Filter;
6. Replacement of Power Window Switch;
7. Replacement of All Bushing and Stabilizer Bushing; and
8. Replacement of Two (2) pcs. Headlight Bulbs and Park Light Bulbs.

### **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**

**REPAIR & MAINTENANCE OF ISUZU DMAX SAA 8372 AT BICOL INTERNATIONAL AIRPORT-3rd SVP**

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)
1.00	Repair Works	1.00	lot									
- nothing follows -												
<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:** Repair & Maintenance Of ISUZU DMAX SAA 8372 At Bicol International Airport-3rd SVP

**Location:** Bicol International Airport, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	<b>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:



(Contractor's Logo On Main Page)

**DETAILED ESTIMATE FORM**

**NAME OF PROJECT** : REPAIR AND MAINTENANCE OF ISUZU DMAX SAA 8372  
AT BICOL INTERNATIONAL AIRPORT-3rd SVP

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

**SUBJECT** : Bill of Quantities

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>Repair &amp; Maintenance of Isuzu Dmax SAA 8372</b>					
A)	General Cleaning and Repair of Aircon				
	1. Materials for Replacement of R-134a, Oil, Oring, F Element, Txv, Flushing solution, Evaporator Unit Compressor Hose Assembly, Silicone Oil, Condenser Unit				
				<b>Materials Sub-total ...</b>	
	Labor				
				<b>Labor Sub-total ...</b>	
B)	Repair and Replacement of Mechanical and Other Car Parts				
	1. Replacement of Weather Strips				
	2. Repair of Tail Door, Welding Acetylene, Re-alignment, and Painting				
	3. Replacement of Brake Shoe and Cleaning Front Brake, Replacement of Rear Wheel Cap				
	4. Replacement of Secondary Clutch				
	5. Change Oil and Replacement of Oil Filter				
	6. Replacement of Power Window Switch				
	7. Replacement of All Bushing and Stabilizer Bushing				
	8. Replacement of Two (2) pcs. Headlight Bulbs and Park Light Bulbs				
				<b>Materials Sub-total ...</b>	
	Labor				
				<b>Labor Sub-total ...</b>	
<i>Note: Tools and Equipment shall be provided by the Contractor.</i>					
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT COST				-
D	TOTAL DIRECT COST				
<b>INDIRECT COSTS</b>					
1. OCM	15.0%	of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT	10.0%	of Estimated Direct Cost			
E. TOTAL OCM & PROFIT	25.0%	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 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 **Repair And Maintenance Of Isuzu Dmax SAA 8372 At Bicol International Airport-3rd SVP.**

**TERMS OF REFERENCE**

Name of Project	Repair And Maintenance Of Isuzu Dmax SAA 8372 At Bicol International Airport-3 <sup>rd</sup> SVP
Approved Budget	Fifty-One Thousand Five Hundred Eighty-One Pesos & 25/100 (Php 51,581.25)
Number of Days to Complete	Fifteen (15) calendar days.
Location/s	Bicol International Airport, Alobo, Daraga, Albay
Contractor's Obligation	<ol style="list-style-type: none"> <li>1. The Contractor shall carry out the works properly and in accordance with the Contract. The Contractor shall provide all supervision, labor, materials, and equipment required for the project.</li> <li>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 Fifteen (15) calendar days.</li> <li>4. The Contractor shall be responsible for the safety of all activities.</li> <li>5. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws.</li> </ol>
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 **Repair And Maintenance Of Isuzu Dmax SAA 8372 At Bicol International Airport-3rd SVP** project to the above-named dealer/supplier in accordance with the existing regulations.

  
LINDA MARIE D. OGENA  
Canvasser