



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 **Repair And Maintenance Of Water Pumps And Water Lines 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;
  - 2 Phil-GEPS Registration Number;
  - 3 Name/credentials of proposed one (1) Technician and two (2) Helpers;
  - 4 List of completed similar project within five (5) years which must be related to any installation or repair of any water filtration system and water system with attached supporting documents
  - 5 List of Contractor's Equipment, including proof of ownership or certification of availability of the Basic Tools, Special Tools, Lifting Equipment, Welding Machine and Scaffolding Set from the lessor/vendor for the duration of the project, as the case may be.
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 Equipment Schedule;
- 7.3.7 Construction Safety & Health Programs Approved by the DOLE\*; and
- 7.3.8 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 Technician, Helpers; Phil-GEPS Registration Number; List of completed similar project with attached documents; and List of contractor’s equipment shall be automatically disqualified.**

**SCOPE OF WORK**

1. Excavation and pipe laying works.	
2. Fabrication of supports and welding works.	
3. Set up and installation of water pumps	
4. Lifting, installation/Erection of all vessel & equipment.	
5. Re-piping of existing and installation of new water lines.	
6. Intallation of two isolation valves for the domestic water tanks	
7. Installation of additional water meter for the two deep well water supply.	
8. Installation of isolation valve for PTB right wing water lines.	
8. Installation of water meter for BIA complex ancillary bldgs and PTB.	

**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 And Maintenance Of Water Pumps And Water Lines 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	SUPPLY, DELIVERY AND INSTALLATION OF WATER FILTRATION SYSTEM	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: Repair And Maintenance Of Water Pumps And Water Lines At Bicol International Airport-2nd SVP**

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

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	Supply, Delivery and Installation of Water Filtration System				
	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** : Repair And Maintenance Of Water Pumps And Water Lines 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>				
	5-hp Stainless High Pressure Pump w/ Automatic Pump Control	2.00	Unit		
	Pipes and Fittings	1.00	Lot		
	Gauges and Metering	1.00	Lot		
	Stainless Raw Water Tank with Concrete Pedestal (10000L)	1.00	Lot		
				<i>Material Cost .....</i>	
<b>B</b>	<b>Labor Cost</b>	<i>QTY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>AMOUNT</i>
	Labor Cost	1.00	Lot		
	<i>Includes technical services, labor works, delivery and mobilization, provision of special tools and equipment, and minor consumables.</i>				
	<i>(See scope of works attached)</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, (VA)</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 **Repair And Maintenance Of Water Pumps And Water Lines At Bicol International Airport-2<sup>nd</sup> SVP**.

**TERMS OF REFERENCE**

Name of Project	Repair And Maintenance Of Water Pumps And Water Lines At Bicol International Airport-2 <sup>nd</sup> SVP
Approved Budget	Nine Hundred Sixty-Three Thousand Two Hundred Pesos (Php 963, 200.00)
Number of Days to Complete	Fifteen (15) calendar days
Location/s	Bicol International Airport, Alobo, Daraga, Albay
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 Fifteen (15) 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 **Repair And Maintenance Of Water Pumps And Water Lines 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