



**Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES**



REQUEST FOR QUOTATION

(Small Value Procurement)
No. 016-2024

Date: _____

NAME OF COMPANY : _____
ADDRESS : _____
CONTACT NO/S. : _____
PHILGEPS REGISTRATION NO. : _____

Sir:

Please quote your best offer (lowest net price, taxes and government discount terms included) and submit your Quotation duly signed by your or your duly authorized representative not later than;
at _____ of _____ for:

Name of Project : **REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR GEAR BOX AT PTB**
Location : **Laguindingan Airport, Laguindingan Misamis Oriental**
Terms of Reference : **60 Calendar Day**

Sealed quotations must be submitted either personally to Ms. Carolina C. Adanza, Secretariat of Canvass and Contract Committee of Laguindingan Airport or email at cccarea10@gmail.com. For clarification, please call us at the contact information seen below.

1. The following documents must be attached upon submission of the Quotation:

- a) Business Permit
- b) PhilGEPS Certificate of Registration
- c) Site Inspection (Signed by End-User)
- d) Omnibus sworn Statement
- e) Detailed Estimate

(Note: Failure to submit all the required documents shall be grounds for disqualification)

- 2. All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- 3. Payment shall be made through check.

JOHN ROYELL Z. SIJO
Chairperson, CCC-LDGA

ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	UNIT PRICE	TOTAL PRICE	Yes	No	
Supply of Labor and Materials for the Repair/Replacement Of Escalator And Check-In Elevator Parts To Include Change-Oil Of Escalator Gear Box At Ptb	₱ 447,348.50	1	Lot					
TOTAL BID/PROPOSAL AMOUNT				₱				



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BAGONG PILIPINAS

REQUEST FOR QUOTATION

DATE: May 02, 2024

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES-AREA X**, through its Canvass and Contract Committee (CCC), now invites interested contractors/ suppliers to submit their Price Quotations for the Project **REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR GEAR BOX AT PTB** with their quantities, and for their respective use and end user:

Quantity/ Unit	Items	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
1 Lot	REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR GEAR BOX AT PTB	Repair/Replacement of Escalator and Check-In Elevator Parts to Include Change-Oil of Escalator Gear Box at Ptb	Laguinding anAirport	PhP 447,348.50

Deadline of Submission: May 07, 2024 at 10:00 AM

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Further, the prospective suppliers should possess the following:

1. Should have the legal capacity to enter into business or to perfect contracts (with updated Business Permit from DTI and recent Tax Certification from BIR as per Section 8.5 of Section 8.0 of Rule III and as per sub-paragraph a.ii of Section 24.1 of Section 24 of Rule VIII of the Revised IRR of RA 9184 and GPPB Resolution No. 11-2013 dated April 26, 2013);
2. Omnibus Sworn Statement
3. Detailed Estimate
4. Site Inspection (Signed by End-User)
5. Should be registered in the PhilGEPS (as per GPPB Resolution No. 22-2006 dated December 6, 2006 and sub-section 4.5 of Section 4.0 of DBM Circular Letter No. 2011-6 dated August 25, 2011);
6. Should not be among those blacklisted suppliers. (as per sub- sub-paragraph a.iv (1) of Section 25.2 of Section 25 of Rule VIII of the Revised IRR of RA 9184 and Section 2 of GPPB's UNIFORM GUIDELINES FOR BLACKLISTING OF MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS AND CONSULTANTS)



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REQUEST FOR QUOTATION

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)- AREA X** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

CAROLINA C. ADANZA
CCC-Secretary
Ground Floor, Admin Building
Laguindingan Misamis Oriental Airport
Laguindingan, Misamis Oriental
CAAP Area X
Telephone: (088)-555-18881 to 84 (Local 1210)
Fax (088)-555-1886

Signed:


JOHN ROVELL Z. SIJO
FF/II/ MFCU Chief
CCC-Chairperson



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



BAGONG PILIPINAS

REQUEST FOR QUOTATION

PROOF OF RECEIPT OF RFQ

Name of Project : **REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN
ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR
GEAR BOX AT PTB**

Location : Laguindingan Airport, Laguindingan, Misamis Oriental

SUPPLIER/DEALER/CONTRACTOR	DATE RECEIVED	RECEIVED BY	SIGNATURE

TO WHOM IT MAY CONCERN:

I hereby certify that I have personally served this Request for Price Quotation (RFQ) through sealed envelope to the above-named supplier/dealer/contractor in accordance with existing rules and regulations.

Official Carvasser, Laguindingan Airport

Laguindingan Airport, Laguindingan, Misamis Oriental.Philippines 9019
Tel: (088) 555-1885; caaplaguindingan_10@yahoo.com



REQUEST FOR QUOTATION

Signature over Printed Name
of the Supplier/Dealer/Contractor

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s, shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
6. *The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.*
7. The Item/s shall be delivered within seven (7) calendar days from receipt of Purchase Order duly approved and issued by the Area/Airport Manager except to purchases brought about by emergency cases/circumstances as well as those supplies/materials which are to be manufactured/produced for a longer period.
8. The Supply Office of LDGA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
9. *Date of Completion:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement (if not stated), within 7-10 days or less, after the issuance of the Purchase Order.
10. *Mode and Terms of Payment:* Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (LGDA) shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

NOTE: The aforesaid Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by RA 9184.

AGENCY : Republic of the Philippines
 PROJECT : CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 LOCATION : REPAIR OF ESCALATOR AND CHECK-IN ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR
 SUBJECT : Leguindingan Airport
 BILL OF QUANTITY/DETAILED ESTIMATE

April 11, 2024

II. CHANGE OIL OF ESCALATOR

A. DIRECT COST

Quantity= 1.00 lot

1.1	PARTICULARS		QUANTITY	UNIT COST	AMOUNT	
1.1.1	Gear oil 320/220					
	used for escalator					
	ISO VG 320/220					
MATERIAL COST					0.00	
1.2	EQUIPMENT		NO. OF UNITS	NO. OF DAYS	UNIT RATE	AMOUNT
1.2.1	Chain hoist with support bar					
EQUIPMENT COST						
1.3	LABOR		NO. OF PERSON	NO. OF DAYS	UNIT RATE	AMOUNT
1.3.1	Skilled Worker					
1.3.2	Common Laborer					
LABOR COST						
ESTIMATED DIRECT COST						

B. INDIRECT COST

1. OCM (Overhead, Contingencies, Miscellaneous)				-	-
2. Contractor's Profit				-	-
				Total Mark-Up	-
3. Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)				-	-
TOTAL INDIRECT COST					-
TOTAL COST (DIRECT COST + INDIRECT COST)					-
UNIT COST					P 0.00

Prepared by:

ENGR. ROCKY S. BAHALA JR.
 Engineer, OIC-ADMD

AGENCY : Republic of the Philippines
: CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Project : **REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN ELEVATOR
PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR GEARBOX AT PTB**
Location : Laguindingan Airport, Laguindingan, Misamis Oriental
Subject : **SCOPE OF WORKS**

1.0 GENERAL

- The works to be accomplished by the successful bidders shall consist of project management/supervision of labor, materials, supplies, tools and equipment to complete the scope of work for the **REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR GEARBOX AT PTB**.
- All scope of works must be in accordance with the plans and specifications. The quality and type of materials must conform to the specifications and must be approved first by the Engineer-In-Charge assigned by CAAP-LGDA.
- The contractor shall be responsible for the safety of all activities on the site. Thus, the contractor shall provide safety perimeter fence or security fences, personal protective equipment (PPE) for staff and workers on site while installation is ongoing. Safety reports should be prepared regularly.
- The contractor shall commence execution of the Works on the Start Date and shall carry out the works in accordance with the Program of Work and shall complete the project by the intended completion date. Work permit should be requested by the contractor.
- The contractor shall provide weekly target schedule and weekly accomplishment report to the Engineer-In-Charge assigned by CAAP-LGDA.
- The contractor shall be responsible for the cleanliness before and after the daily work for the safety of all workers and employees.
- The contractor shall be responsible for all laboratory, material testing, building and safety permits and survey instruments necessary in the project implementation. The contractor shall provide structural analysis on the project given. These expenses shall be incorporated in the Contractor's overhead cost and shall not be considered as pay item.

2.0 LOCATION OF THE PROJECT

- The Contract to bid is located at the Laguindingan Airport, Laguindingan, Misamis Oriental.

3.0 SCOPE OF WORKS

- The details of work are best enumerated below, but be noted that the Contract includes all works and services although not specifically mentioned herein, but are needed to fully complete the Project.
- The project covers the supply of labor, materials, mobilization/demobilization, tools/equipment, and construction related permits necessary for the **REPAIR/REPLACEMENT OF ESCALATOR AND CHECK-IN ELEVATOR PARTS TO INCLUDE CHANGE-OIL OF ESCALATOR GEARBOX AT PTB** with the following scope of works which shall be done in accordance with the approved plans, specifications and provision of contract wit: (Work shall include but is not limited to the following)

I. SUPPLY AND INSTALLATION OF ELEVATOR AND ESCALATOR PARTS

- The works includes all materials, labor and equipment/tools, mobilization/demobilization, material testing to complete the repair/maintenance of elevator and escalator at Passenger Terminal Building. The replacement work includes the following (a) dismantling of existing elevator and escalator parts; (b) supply and installation of brand-new elevator and escalator parts; (c) system testing and commissioning
- Poor/ungenuine elevator and escalator parts shall not be considered and will be returned to the contractor.
- Poor replacement works shall not be considered and will be subjected to reperforming of replacement works.
- Any damage occur during the repair/replacement are at cost by the contractor.
- Works shall be tested and commissioned.

II. CHANGE-OIL OF ESCALATOR

- The work includes all materials, labor, equipment/tools, mobilization/demobilization, to complete the change oil of the escalator. The work includes the following:
 - The contractor shall use equipment (chain hoist) for the lifting/dismantling of the escalator motor.
 - The contractor shall drain the remaining gear-oil. And wash the gear box with diesel or any recommended liquid fuel.
 - The Contractor shall refill the recommended amount of gear-oil.
 - Any damages that occur during the work are at cost by the contractor.
 - Mechanical works shall be tested and commissioned.

4.0 WARRANTY

- The CAAP-LGA will impose 1 year warranty and retention in any type/form stated in the IRR of RA 9184 upon completion of the project. The Contractor shall provide a warranty against all defects on replacement works done. The warranty shall cover all labor and material costs. During this warranty period the Contractor is responsible for all the eventualities arising out from the work provided.

Prepared by:


ROCKY S. BAHALA JR.
Engineer, ADM