



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Small Value Procurement** for the "Preventive Maintenance Service and Calibration of Treadmill Machine" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-068-07**
Name of Project : **Preventive Maintenance Service and Calibration of Treadmill Machine**
Approved Budget for
Contract : **P100,000.00**
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **One (1) Year** from the receipt of Notice for Compliance
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery/Service : **CAAP Office of the Flight Surgeon and Aviation Medicine**
Location : **(OFSAM)**

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (**Annex "A"**) during submission of offer/Quotation

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid.**

Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.

The quotation shall be submitted in sealed envelope on or before the closing date of **JUL 26 2024** 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. JOHN BEAU B. MASIGLAT
Chairperson, Canvass and Contract Committee
Gate 3 CAAP, Old MIA Road
Pasay City, Metro Manila

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP 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.

Pasay City, July 22, 2024

ATTY. JOHN BEAU B. MASIGLAT
CCC Chairperson



PRICE QUOTATION FORM

Date: _____

The Chairperson
 Canvass and Contract Committee
 Procurement Division, CAAP,
 MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Preventive Maintenance and Calibration of Treadmill Machine				
Technical Specifications	QTY	Unit	Unit Price	Total Price
PMS of Treadmill Machine	1	Lot		
(Mortara Xscribe)				

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address



TERMS OF REFERENCE

Name of Project	:	Preventive Maintenance Service and Calibration of Treadmill Machine
Approved Budget	:	Php 100,000.00
Compliance Period	:	Five (5) Calendar days upon the receipt of Notice for Compliance, Contractor must provide Initial Preventive Maintenance Service and Calibration of Treadmill Machine
Location	:	CAAP – Office of the flight Surgeon and Aviation Medicine Note: Delivery must be only from 8:00-4:00PM during regular work days. A Written Notice must be sent to the official email address of the Procurement Division and Supply Division at least Two (2) calendar days prior to the intended date of delivery. A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specification

Equipment	Coverage Type	Duration Coverage
1. Treadmill machine Mortara Stresstest SN-117490599965	Labor-Only	1 Year starting from the initial PMS

General Requirements:

1. The contract price is inclusive of all duties and taxes.
2. No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.
3. The project duration covering the Preventive Maintenance Service and Calibration of Treadmill Machine in CAAP shall be for a period of one year
4. Exact dates of delivery and/or completion should be reckoned from the date of CONTRACTOR's receipt of Notice to Proceed/Notice of compliance.
5. The CONTRACTOR must be competent and experienced in the field of Maintenance Service and Calibration of Treadmill Machines with a minimum of three (3) years prior experience on similar projects.

6. The CONTRACTOR is required to submit a company profile, list of present and previous clientele, and certifications issued by past/present clients indicating the Contractor's satisfactory performance.
7. The CONTRACTOR shall provide Preventive Maintenance Service and Calibration of Treadmill Machines and will perform the full program for the Preventive Maintenance Service (PMS) for 1 year starting from initial PMS, and will be performed quarterly during standard business hours.
8. The CONTRACTOR shall perform Onsite Labor Coverage and provide on-site service support. Support is provided during standard business hours for issues that cannot be resolved by telephone or through remote support.
9. The CONTRACTOR will provide unlimited remote technical support by e-mail, fax and remote service during standard business hours.
10. The CONTRACTOR shall observe the maximum response time of within four (4) hours from the time the CAAP makes its request for on-site services during regular working days. In case of prolonged or recurring mechanical failure on the unit/s and/or unserviceable within 24 hours or one day from the time of notice, the CONTRACTOR must provide replacement unit/s.

SERVICE CHARGE

1. Total Contract Price : PHP 100,000.00
2. The CONTRACTOR shall make such inspections, adjustments and maintenance as may be required to keep the machines in good working condition and as may be required by the CAAP. Such inspections, adjustments and maintenance shall be free of charge.

TERMINATIONS

1. Subject to the procedure prescribed by law, the CAAP may terminate the contract under any of the following conditions:
 - a. Outside of force majeure, the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. The CAAP may rescind or terminate the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
 - b. Upon termination or expiration of the contract, the CAAP shall return the machines and accessories to the CONTRACTOR by allowing the latter, on a date and time agreed upon by both the CAAP and the CONTRACTOR, to enter the CAAP premises for the purpose of retrieving the machines.

LIQUIDATED DAMAGES

1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, CAAP shall rescind the contract, without prejudice to other courses of action and remedies open to it.

Prepared by:


MA. CECILIA K PAGKALIWANGAN
Medical Equipment Tech. II

Approved by:


ROLLY T. BAYABAN, MD
Chief, OFSAM