



Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

01 July 2024 Date

	REQUEST FOR QUOTATION	
Sir/Madam		

Please quote your lowest net prices, taxes, including and period of delivery of the following items listed hereunder use of the Civil Aviation Authority of the Philippines (CAAP), Area Center V, in connection with the implementation of the Repair And Handling System At Bicol International 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 2:00 p.m. on 08 July 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) Mechanical/Electrical Engineer and two (2) Service Technician and two (2) Helpers;
- 4 List of completed similar project within the last five (5) years which must be related to installation or repair of any conveyor system with attached supporting documents; and
- 5 List of Contractor's Equipment, including proof of ownership or certification of availability of the Basic Tools, Special Tools, and Power Tools 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).

Quotations not accompanied by current Mayor's/Business Permit, name/credentials of proposed Mechanical/Electrical Engineer, Service Technician, Helpers; Phil-GEPS Registration Number; and List of contractor's equipment, and List of completed similar project shall be automatically disqualified.

SCOPE OF WORK

- 1. Replacement of damaged transport conveyor belt.
- 2. Replacement of defective Chain Drive at dispatch conveyor.
- 3. Replacement of defective VFDs.
- 4. Replacement of defective carousel roll up door drum motor set and installation of door clips.
- 5. Replacement of damaged E-stop button.
- 6. Fabrication and installation of side guards and motor base plate.
- 7. PREVENTIVE MAINTENANCE SERVICES (PMS)

A. Weighing and Dispatch Conveyor - 16 units

- 1. Calibration of Scale.
- 2. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim, deckplates.
- 3. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
- 4. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
- 5. Application of grease and lubricants and oil change/topup if necessary.
- 6. Belt tentioning and mechanical adjustments as needed.
- 7. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
- 8. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

B. Collecting Conveyors - 2 units

- 1. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim and deckplates.
- 2. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
- 3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
- 4. Application of grease and lubricants and oil change/topup if necessary.
- 5. Belt tentioning and mechanical adjustments as needed.
- 6. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
- 7. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

C. Power Curve Conveyors - 4 units.

- 1. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim and deckplates.
- 2. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
- 3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
- 4. Application of grease and lubricants and oil change/topup if necessary.
- 5. Belt tentioning and mechanical adjustments as needed.
- 6. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
- 7. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

- D. Transport Conveyors 4 units.
 - 1. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim and deckplates.
 - 2. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
 - 3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
 - 4. Application of grease and lubricants and oil change/topup if necessary.
 - 5. Belt tentioning and mechanical adjustments as needed.
 - 6. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
 - 7. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.
- E. T-type Baggage Claim Carousel Conveyors 2 units
 - 1. Inspection of rubber sheets, guide rails, side skirts, carriages, rubber slats and photo sensors
 - 2. Checking of drive gears, carrier chains, pulleys, motors, chain wheel bearings, rollers, guide wheels and load wheels
 - 3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
 - 4. Checking of roll up doors and sensors.
 - 5. Application of grease and lubricants and oil change/topup if necessary.
 - 6. Mechanical adjustments as needed.
 - 7. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
 - 8. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.
- F. Control Panels 5 units
 - 1. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
 - 2. Conduct functional test of all VFDs and PLCs, and IR test on all motor connection.
 - 3. Checking of push buttons, switches and light indicators.
 - 4. Cleaning of components. Repainting of panel as necessary.
 - 5. Re-tagging of wiring connection as needed.
- G. Gravity Rollers 2 units
 - 1. Physical check of components.
 - 2. Application of grease and lubricants.
 - 3. Cleaning and de-rusting of unit. Repainting as necessary.
- 9. Refresher Trainings on Technical Pesonnel and Operators.
- 10. Submission of inspection checklist, comprehensive service report and recommendations signed by Service Engineer. Provide accomplishment report and activity photos.
- 11. Technical Service Assistance via phone call and viber.

Note: Any further defect findings and faulty parts for replacement apart from the initial repair works will be given separate proposal or quotation.

PLEASE ACCOMPLISH THE FOLLOWING ATTACHED FORMS:

- 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.

									Ar	nnex "A"		
				Contractor	's Logo A	Main Pag	e				A	
				BID	PROP	OSAL						
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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 08 July 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 Baggage Handling System At Bicol International Airport.

TERMS OF REFERENCE

Repair And Maintenance Of Baggage Handling System At Bicol International Airport
Nine Hundred Eighteen Thousand Seven Hundred Forty-Two Pesos & 72/100 (Php 918,742.72)
Semi Annual PMS (July and December 2024) 7 Days per PMS Schedule including Repair Works Total of 14 CD for Contract Duration
Bicol International Airport, Alobo, Daraga, Albay
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.
 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.
4. The Contractor shall be responsible for the safety of all activities on the Site.
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.
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

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 Baggage Handling System At Bicol International Airport to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIED. OGENA Canvasser