



01 July 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 Baggage 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. <u>Weighing and Dispatch Conveyor - 16 units</u>		
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. <u>Collecting Conveyors - 2 units</u>		
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. <u>Power Curve Conveyors - 4 units.</u>		
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 tensioning 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 Personnel 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:

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 Main Page

BID PROPOSAL

Repair And Maintenance Of Baggage Handling System At

Bicol International Airport

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	CORRECTIVE MAINTENANCE REPAIR	1.00	lot									
TOTAL AMOUNT												

Submitted By: _____

Printed Name: _____

Position: _____

Company Name: _____

Annex "B"

(Contractor's Logo On Main Page)

BILL OF QUANTITIES

Project: Repair And Maintenance Of Baggage Handling System At
Bicol International Airport

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	Corrective Maintenance Repair				
	Pesos Amount in Words	1.00	lot		
	and centavos				

Total Bid Amount (Php) :

Total Bid Amount in Words:

Submitted by:

Printed Name:

Position:

Name Company:

Date:

NAME OF PROJECT	:	Repair And Maintenance Of Baggage Handling System At Bicol International Airport				
LOCATION	:	Bicol International Airport, Alobo, Daraga, Albay				
SUBJECT	:	Bill of Quantities				
ITEM		DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
A	Material Cost					
		1. Conveyor Belt 1000mm Wide x 40,000mm Long x 2.2mm Thk	1.00	Set		
		2. Chain Drive 1/2"	1.00	Set		
		3. VFD Input: Uin 3~AC, 380-480V, 50/60hz, 7.3A Output: 3~AC, 0-Uin, 0-320hz, 5.6A Power: 2.2 kW; 400V/ 3 IIP; 480V	2.00	Unit		
		4. Drum Motor (Carousel Roll up Door)	1.00	Set		
		5. Door Clips (Carousel Roll up Door)	10.00	Pc		
		6. E-Stop Button	1.00	Set		
		Note: Supply delivery and installation included				
				Material Cost		
B	Labor Cost		QUANTITY	UNIT	UNIT COST	AMOUNT
		Fabrication of Transport Conveyor Side Guard	2.00	Set		
		Fabrication of Carousel Side Guard	2.00	Set		
		Fabrication of Motor Base Plate	1.00	Lot		
		Re-installation of Engineering plastics	1.00	Lot		
		Preventive Maintenance Service for Baggage Handling System	1.00	Lot		
		Note: Semi Annual PM Services for the following: 1. 16 Units Weighing & Dispatch Conveyors 2. 2 Units Collecting Conveyors 3. 4 Units Power Curve Conveyors 4. 4 Units Transport Conveyors 5. 2 Units T-type Baggage Claim Carousel Conveyors 6. 5 Units control Panels. 7. 2 Unit Gravity Rollers Includes technical services, labor works, minor parts replacements, consumables, mobilization, provision of special tools and equipment. Please see scope of work.				
				Labor Cost		
A	TOTAL MATERIAL COST					
B	TOTAL LABOR COST					
C	TOTAL EQUIPMENT RENTAL COST					-
D	TOTAL DIRECT COST					
INDIRECT COSTS						
1. OCM	0.0%	of Estimated Direct Cost				-
2. CONTRACTOR's PROFIT	0.0%	of Estimated Direct Cost				-
E. TOTAL OCM & PROFIT	0.0%	of D				-
F. VALUE ADDED TAX, (VAT)	12.0%	of (D + E)				
G. SUB-TOTAL ESTIMATED INDIRECT COST (F + E), P						
H. SUB-TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit						
SUB-TOTAL ESTIMATED COST (D + G), P						
SUB-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 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

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

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.

701: 
LINDA MARIE D. OGENA
Canvasser

Admin. Bldg., CAAP, Bicol International Airport, Daraga, Albay, Philippines, 4501

BAC/CCC Office Tel Nos.: 0906-410-2901

Tel. Hotline Nos.: 0945-341-6603/ 0929-461-2407/(052)742-3321

Email Address: bia_airport@caap.gov.ph / area_center5@caap.gov.ph