



REQUEST FOR QUOTATION  
NO.: RFQ-2024-053

Date: September 19, 2024

Name of the Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and **submit your Quotation duly signed by you or your duly authorized representative not later than September 25, 2024 @ 9:00 AM** for:

Name of the Project : **PREVENTIVE MAINTENANCE OF BUILDINGS & OTHER STRUCTURES AT ROSALES AIRPORT**  
Location : **ROSALES AIRPORT**  
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Hazelle May C. Andres, Head, Secretariat of the Bids and Awards Committee of Laoag International Airport (BAC-LIA) or e-mail at [bac\\_area1@caap.gov.ph](mailto:bac_area1@caap.gov.ph). For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

- The following documents must be attached upon submission of the Quotation:**
  - Mayor's Permit
  - PhilGEPS Certificate of Registration
- All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- Payment shall be made through check.

  
**ATTY. RIZZA JOY S. VALLESTERO**  
Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

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	
1. Supply of labor and materials which will be used for the project titled: “Preventive Maintenance of Buildings & Other	₱99,395.75	1	lot					



<b>Structures at Rosales Airport”</b>  <b>Scope of Works to be done:</b> 1. Project Billboard 2. Site Works 3. Ceiling Works 4. Painting Works 5. Occupational Health and Safety Program  <b>Number of Days to Complete: Forty (40) Calendar Days</b>							
<b>TOTAL ABC</b>	<b>₱99,395.75</b>						
<b>GRAND TOTAL:</b>							

**Note: Quotation for each item must not exceed the ABC per item. This is a one (1) lot procurement**

\_\_\_\_\_  
**Signature over Printed Name  
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 Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. *Date of Completion/Delivery:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. *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.
10. 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 (LIA) 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 aforecited 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.





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PROJECT BILLBOARD

Quantity: 1 lot

A. DIRECT COST

a.	MATERIALS		QUANTITY		UNIT COST		AMOUNT
	1	Tarpaulin 8'x8' (With Frame)	1	pc		/pc	
MATERIAL COST							

b.	EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
	1					/	-
EQUIPMENT COST							-

c.	LABOR		NO. OF DAYS		UNIT COST		AMOUNT
		no. of manpower					
	1					/	-
LABOR COST							-

TOTAL DIRECT COST

B. INDIRECT COST

1.	OCM( Overhead, Contingencies, Miscellaneous)			-
2.	CONTRACTORS PROFIT			-
			TOTAL MARK-UP	-

3.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)	5%		
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TOTAL INDIRECT COST

C. TOTAL COST

1.	Direct Cost			
2.	Indirect Cost			

TOTAL COST





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II. SITE WORKS

Quantity: 1 lot

A. DIRECT COST

a. MATERIALS		QUANTITY		UNIT COST		AMOUNT
1	1/2" PPR Pipe, PN20	4	pcs		/pcs	
2	1/2" PPR Coupling	3	pcs		/pcs	
3	1/2" PPR Elbow	1	pcs		/pcs	
4	1/2" PPR Connector	2	pcs		/pcs	
5	Vulca Seal	1	gal		/gal	
MATERIAL COST						
b. EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
1					/	-
EQUIPMENT COST						-
c. LABOR		NO. OF DAYS		UNIT COST		AMOUNT
1	1	1	days		/days	
1	2	3	days		/days	
LABOR COST						

TOTAL DIRECT COST

B. INDIRECT COST

1. OCM( Overhead, Contingencies, Miscellaneous)			
2. CONTRACTORS PROFIT			
		TOTAL MARK-UP	

3. Profit + Direct Cost	Value Added Tax, VAT (OCM + Contractor's	5%		
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TOTAL INDIRECT COST

C. TOTAL COST

1. DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST



### III. CEILING WORKS

Quantity: 164 sq.m

#### A. DIRECT COST

a. MATERIALS		QUANTITY		UNIT COST		AMOUNT
1	1" Black Screw	2	box		/box	
2	3.5mmx4'x8' Ficemboard	60	pcs		/pcs	
MATERIAL COST						

b. EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
1						
EQUIPMENT COST						

C.	no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
1	2	Skilled Worker	15	days		/days	
			LABOR COST				

TOTAL DIRECT COST

#### B. INDIRECT COST

1.	OCM( Overhead, Contingencies, Miscellaneous)			
2.	CONTRACTORS PROFIT			
			TOTAL MARK-UP	

3.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)	5%		
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TOTAL INDIRECT COST

#### C. TOTAL COST

1.	DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST





#### IV. PAINTING WORKS

Quantity: 164 sq.m

##### A. DIRECT COST

a. MATERIALS		QUANTITY		UNIT COST		AMOUNT
1	Patching Compound	4	kls		/kls	
2	Flat Latex	7	gal		/gal	
3	Acrylic Latex Paint	14	gal		/gal	
MATERIAL COST						

b. EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
1					/	-
EQUIPMENT COST						-

c. LABOR		NO. OF DAYS		UNIT COST		AMOUNT
1	no. of manpower	2	Skilled Worker	5	days	/days
LABOR COST						

TOTAL DIRECT COST

##### B. INDIRECT COST

1.	OCM( Overhead, Contingencies, Miscellaneous)			
2.	CONTRACTORS PROFIT			
			TOTAL MARK-UP	

3.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)	5%		
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TOTAL INDIRECT COST

##### C. TOTAL COST

1.	DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST



V. OCCUPATIONAL HEALTH AND SAFETY PROGRAM

/ Quantity: 1 lot

A. DIRECT COST

a.	MATERIALS		QUANTITY		UNIT COST		AMOUNT
	1				/		-
	MATERIAL COST						-
b.	EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
	1	Reflectorized Vest, Safety Shoes, Safety Gloves	3	sets		/sets	
	EQUIPMENT COST						
c.	no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
	1				/		-
	LABOR COST						-

TOTAL DIRECT COST

B. INDIRECT COST

1.	OCM( Overhead, Contingencies, Miscellaneous)			-
2.	CONTRACTORS PROFIT			-
3.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)	5%		

TOTAL INDIRECT COST

C. TOTAL COST

1.	DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST





## GENERAL SPECIFICATIONS

### I. INTRODUCTION

The works to be accomplished by the successful bidder shall consist of furnishing, supervision of labor, material, tools and equipment to complete the Scope of Works for the project: Preventive Maintenance of Building and Other Structure at Rosales Airport. The details of work are best enumerated below; however, it is understood that the contract includes all works and services though not specifically mentioned herein, but are needed to fully complete the project shall be undertaken by the contractor.

All scope of works must be in accordance with the plans and programs. The Quality and types of materials must conform to the specifications and must be approved first by the Engineer-In-Charge/End-user of CAAP-LIA.

### II. STATEMENT OF WORK

#### A. Scope of Work

- i. The Scope of Work includes the furnishing of all necessary labour, equipment, tools, materials, supplies, supervision and expertise necessary to perform the following.
  1. **Project Billboard** – The Work includes the installation of 8x8 tarpaulin. In compliance with COA.
  2. **Site Works** – The work includes all materials, labour, equipment and performance for Site Works. The contractor/service provider shall undertake the Sealing of all possible leakage on roofing using Vulca Seal. This scope also let the contractor on removal of existing ceiling at PTB having an area of 164 sq.mtrs only(see attached plan) and clearing and proper disposal of waste to be guided by the OIC of the site. In addition, the contractor shall repair the existing water distribution line approximately 10 ln.mtr.
  3. **Ceiling Works** - The work includes all materials, labor, equipment and performance for Ceiling works. The contractor/service provider shall undertake installation of Fiber Cement Board on the existing wooden ceiling joist approximately 164 sq.mtrs. Refer to the attached plan.
  4. **Painting Works** - The work includes all materials, labor, equipment and performance for Painting works. The contractor/service provider shall undertake the painting of the new installed Ceiling panels (164 sq.mtrs)
  5. **Other General Requirement** - Occupational Health and Safety Program.



## B. Work Schedule

The Contractor shall perform the works with rules and policies of the airport.

The Contractor shall provide the necessary manpower, tools, equipment, materials and supplies to insure timely accomplishment and delivery. Depending on the seasonal demand in cutting the bushes and grasses, the contractor can flexibly up-size or down size its manpower, equipment, materials, etc. with the ultimate objective of delivering satisfactory on time result and performance.

### 1. Working Time

- Work is done regularly at daytime. The working time is eight (8) hours a day, six days a week including holiday.

### 2. Work Method

- Work methodology will be formulated by the contractor and CAAP-LIA authorities prior to implementation of the contract.
- Cut Bushes and grasses should be controlled or deposited to a designated area as indicated by the Agency.

## C. Man Power Schedule

The Minimum manpower required during contract implementation shall be:

Skilled Worker	--
Laborer	--
	--
	--
	--

The contractor shall provide the necessary manpower to properly accomplish all necessary related works. The contractor shall designate a competent representative who shall be available at the area to oversee working operation being carried out and to receive instructions from the Airport officials. The contractor's authorized representative shall be responsible for the overall management and coordination of work to be performed as contract provisions and shall act as central point with the government agency. The contractor's authorized representative shall have full





authority to act thereat in behalf of the contractor's name while in the premises.

i. Identification

1. The Contractor's personnel shall be recognizable while in airport premises. This will be accomplished by the used of uniforms and printed with the company's name of the contractor. All expenses for uniforms and badges shall be borne by the contractor. All contractor's personnel shall always be in uniform.

D. Equipment, Tools and Consumables required to be used for the project

1. The Contractor shall provide the required number of equipment, tools and consumables to accomplish all necessary works provided in the contract. The contractor's equipment provided therein shall be used exclusively for the contracted services.

The use of other kind of equipment other than that stated thereof will not be permitted, unless otherwise approved by the authority. Any delay caused, by stoppage of work being authorized by the office concerned will not be taken against the contractor.

E. Service Vehicle

The Contractor shall make available, during the performance of the contract, at least one (1) service vehicle with good condition, for use by the airport authority's representative/engineers for the purpose of inspection, monitoring, measuring, laboratory testing and other activities relative to the implementation of the project.

F. Handheld radios

If the project location is within the Restricted Area of the Airport, the contractor is required to have at least one (1) Hand Held Radio for the Proper Coordination with Control Tower or any personnel involved in the flight operation under CAAP.

G. Period of Implementation

The contract shall be implemented for a total of Ninety (90) Calendar Days. Provided that the contractor will only proceed upon written notice from the duly authorized representative of the Authority to commence with the project, which notice must not be less than seven (7) days from the start date.



## H. Guidelines

The contractor shall always establish a complete quality control program to adhere with the following requirements while carrying out his function and responsibilities during the implementation of the contract.

### i. Quality Assurance and Corresponding Penalties

The Contractor shall establish a system of quality control program to assure that the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be submitted to the Authority prior to start of the contracted services. An updated copy must be provided as changes occur. The program shall include but not limited to the following.

- An inspection system, covering all the services to be performed under the contract. This must specify areas to be inspected on either a scheduled or unscheduled basis or such personnel who will perform the inspection.
- A method for identifying deficiencies in the quality of services rendered, before the level of performance becomes unacceptable.
- Contractor shall provide the following uniform to all its employees:
  - A shirt with a contractor's logo/name with pants of any color or any equivalent uniform acceptable to CAAP-LIA
  - A penalty amounting to Fifty Pesos (P 50.00) per day per person shall be imposed on personnel who are not in prescribed uniform while on duty.

### ii. Safety and Security Measures

The Contractor shall adhere to all standards and recommended practices stipulated by the airport authority and shall, under no circumstances, violate standard rules and regulations.

- The Contractor and his employees shall always comply with the security and safety requirements imposed by the management while in the airport premises.
- The Contractor is hereby instructed that aircraft operations and movements and the safety thereof, shall always take precedence over any operation.

In case of within the restricted area, a presence of authorized handheld radio operator is assigned and shall obtain clearance from the Control Tower from time to time for thorough safety.





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- The Contractor shall, always keep paved surfaces such as runways, taxiways and hard stands free from hazardous materials.

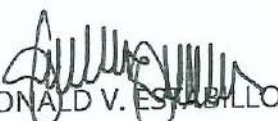
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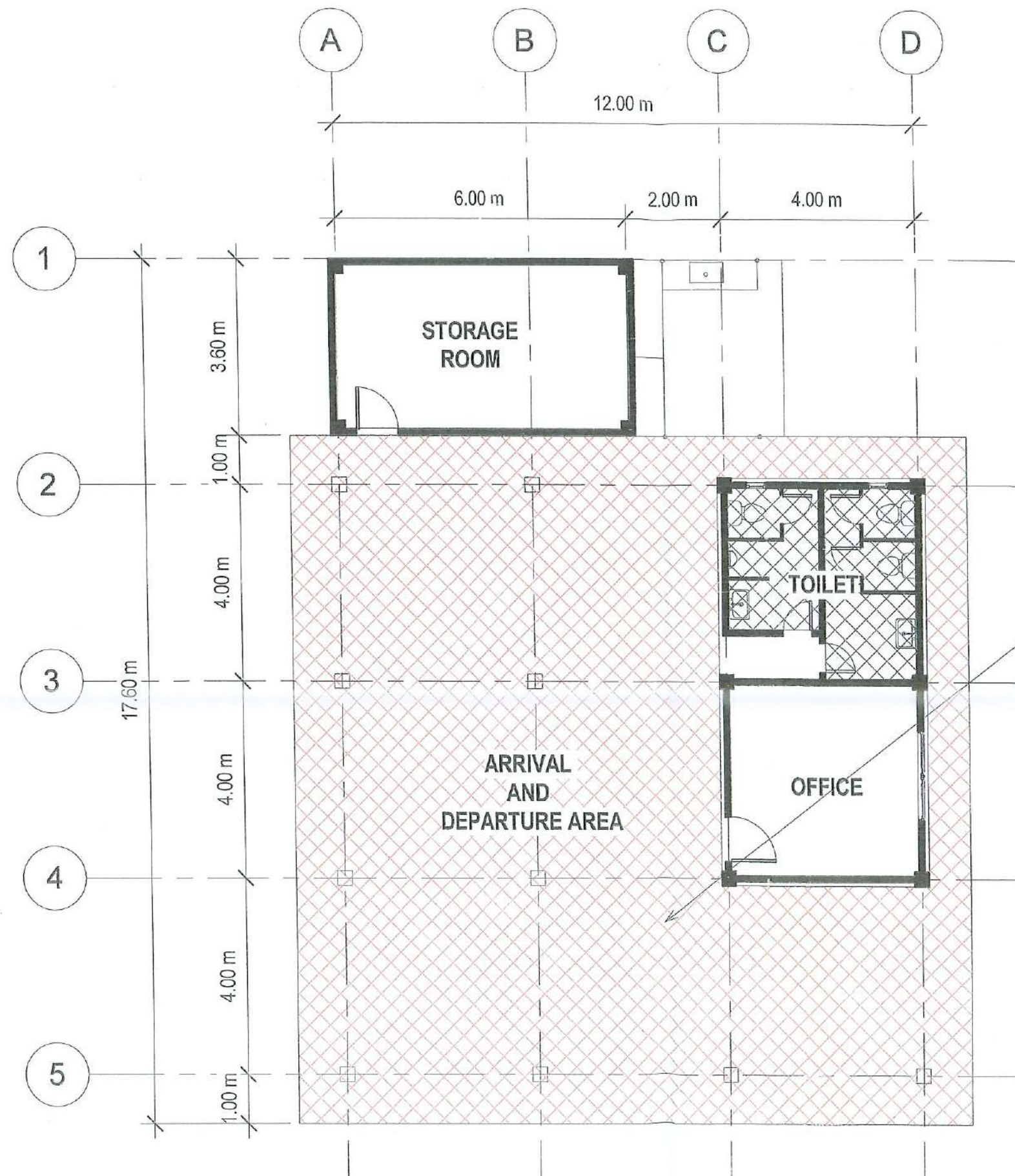
  
**JUNAR R. TOMAS**  
ADMIN SUPPORT STAFF

Checked/Verified:

  
**JOEFFREY B. LAGADON**  
Engineer II, PIC-BGM

Approved:

  
**RONALD V. ESTABILLO**  
Civil Aviation Area Manager, Area I  
Head, Area Cluster I



1 FLOOR PLAN  
1 : 100

REPLACEMENT OF CEILING PANEL  
APPROX AREA = 164 sq. mtr.



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ENGINEERING SECTION-CAAP  
AREA I

DESIGN STAFF:	
DESIGNED BY:	
DRAWN BY:	
REVIEWED BY:	

DRAWN BY:

PREPARED:  
RENZ ALDRINE A. CORPUZ  
ENGINEER

CHECKED/VERIFIED:  
JOEFFREY B. LAGADON  
ENGINEER II, P.C-BGM

APPROVED:  
RONALD V. ESTABILLO  
CIVIL AVIATION AREA MANAGER, AREA I

NOTES/REVISIONS:


PROJECT TITLE:  
Project Name

PROJECT LOCATION:  
ROSALES AIRPORT,  
PANGASINAN

SHEET CONTENTS:

SCALE:	SHEET NO.	
1 : 100	A	01