



20 September, 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 Air Conditioning 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 26 September 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, three (3) Technicians and two (2) Helpers;
- 4 List of completed similar project within the last five (5) years which must be related to repair of HVAC (Heating, Ventilation & Air-conditioning System) or any chiller & air handling repair works 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, Lifting Equipment, Recovery Tank, Vacuum Pump 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, Technicians, 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. Repair of oil leak Chiller 1 Module 1 and replacement of butterfly valve.
2. System reprocess for two Chiller Module
 - a. Leak test and repair
 - b. Flushing of system
 - c. Replacement and charging of compressor oil
 - d. System reprocess and refrigerant charging
 - e. Testing and commissioning
3. Repair works for Split Type ACU at Powerhouse Bldg.
 - a. Check up of unit
 - b. Replacement of Compressor
 - c. Leak test and system reprocess
 - e. Testing and commissioning
4. Technical analysis of three (3) Air-cooled chiller units.
 - a. Checking of all module refrigerant pressure and oil levels
 - b. Checking of all wiring, control panels and electrical connections
 - c. Checking of all sensors, limit switches and safety protections.
 - d. Checking of all Instrument and Gauges
 - e. Checking of all Compressors, fans, electrical panel, piping and components
 - f. Checking of operational functions, settings and parameters
5. Replacement of Motor Overload relays on all chiller units
6. Replacement of paddle flow switches on all chiller units
7. Relocation of Rooftop Package AHU from Powerhouse Bldg. to PTB 2nd Flr Right wing AHU Room no. 6.
 - a. Dismantling of AHU
 - b. Dismantling of Rooftop Package Unit



- c. Transport/transfer of unit to the Passenger Terminal Bldg. 2flr AHU no. 6
 - d. Re-assembly/Re-installation of unit.
 - e. Testing of AHU.
8. Mechanical and Electrical adjustments as needed and testing of all units.
 9. Submission of inspection checklist, comprehensive service report findings and recommendations signed by Service Engineer. Provide accomplishment report and activity photos.

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



(Contractor's Logo On Main Page)

BID PROPOSAL

**Repair and Maintenance of Air Conditioning System at BIA
 Bicol International Airport, Aobo, Daraga, Albay**

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)	(10)	(11)	(12)	(13)
1.00	REPAIR AND MAINTENANCE WORKS	1.00	lot						12% X [(5) + (9)]	(9) + (10)	(5) + (11)	(12)/(3)
	TOTAL AMOUNT											

Submitted By: _____

Printed Name: _____

Position: _____

name of Company: _____

Date: _____





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BILL OF QUANTITIES

**Project: Repair And Maintenance Of Air Conditioning System
 At Bicol International Airport**

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	REPAIR AND MAINTENANCE WORKS				
	Pesos	1.00	lot		
	Amount in Words				
	and centavos				

Total Bid Amount (Php) :

Total Bid Amount in Words:

Submitted by:

Printed Name:

Position:

Name Company:

Date:





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Detailed Estimate Form (Annex "C")

(Contractor's Logo On Main Page)

NAME OF PROJECT : Repair and Maintenance of Air Conditioning System at BIA					
LOCATION : Bicol International Airport, Alobo, Daraga, Albay					
SUBJECT : Bill of Quantities					
ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
A	Material Cost				
	a. For repair of two (2) Chiller Modules				
	Nitrogen Tank (50 kg)	6.00	Tanks		
	R134A Tank (18 kg)	16.00	Tanks		
	R141B (34 Kgs)	2.00	Drums		
	Oxygen (65 Kg)	1.00	Tanks		
	Acetylene (40 kg)	1.00	Tank		
	Compressor Oil (EMKARATE 1L)	30.00	Liters		
	b. For repair of Split Type ACU (at Powerhouse Bldg.)				
	Compressor U-W28-3NR-O (009001000155)	1.00	Pc		
	Nitrogen (50 Kg)	1.00	Tank		
	R410A (16 Kg)	1.00	Tank		
	c. Others repair works				
	Paddle Flow Switch	6.00	Pcs		
	Motor Overload Protective Relay	10.00	Pcs		
	Butterfly Valve 125mm	1.00	Pcs		
	Material Cost				
	B	Labor Cost			
Repair works for Chiller Module					
Leak Testing and Repair		2.00	Unit		
System Reprocess and Refrigerant Charging		2.00	Unit		
Replacement/Top up of Compressor oil		1.00	Lot		
Repair works for Split Type ACU					
-Check up of unit		1.00	Lot		
-Replacement of Compressor					
-Leak Test and Repair					
-System Reprocess					
Technical Analysis on all Chiller Units					
(Please see scope of work)		3.00	Units		
Replacement of Motor Overload Relays		1.00	Lot		
Replacement of Chiller Paddle Flow Switch		6.00	Units		
Replacement of Butterfly Valve		1.00	Unit		
Dismantling and Relocation of Rooftop Package AHU	1.00	Lot			
(Please see scope of work)					
Mobilization/demobilization	1.00	Lot			
(Includes rental of heavy equipment, minor consumables, provision of special tools and equipment)					
Labor Cost					



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A	TOTAL MATERIAL COST		
B	TOTAL LABOR COST		
C	TOTAL EQUIPMENT RENTAL COST		_____ -
D	TOTAL DIRECT COST		
INDIRECT COSTS			
1. OCM	5.0%	of Estimated Direct Cost	
2. CONTRACTOR'S PROFIT	5.0%	of Estimated Direct Cost	
E. TOTAL OCM & PROFIT	10.0%	of D	
F. VALUE ADDED TAX, (VAT)	5.0%	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 26 September 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 Air Conditioning System At Bicol International Airport .**



TERMS OF REFERENCE

Name of Project	Repair And Maintenance Of Air Conditioning System At Bicol International Airport
Approved Budget	Nine Hundred Forty-Eight Thousand Seventy-Four Pesos & 02/100 PHP 948,074.02
Number of Days to Complete	Forty-Five (45) calendar days
Location/s	Bicol International Airport, Alobo, Daraga, Albay
Contractor's Obligation	<ol style="list-style-type: none">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.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 of Forty-Five (45) calendar days.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.
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





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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 Air Conditioning System At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA

Canvasser