



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 Ducting And Exhaust Fan 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 Engineer, Four (4) Installer/Fabricators and Two (2) Helpers;
- 4 List of completed similar project within the last three (3) years which must be related to installation of ducting for centralized air-conditioning system with attached supporting documents;
- 5 List of Contractor's Equipment, including proof of ownership or certification of availability of the Basic Tools, Special Tools, Power Tools, Scaffolding, Ladder 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 Engineer, Installer/Fabricators, 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. Mobilization and pre-fabrication/installation Inspection.
2. Fabrication of ductings and supports.
3. Onsite assembly and installation of ducting.
4. Installation of insulation and claddings.
5. Testing and commissioning (running of AHU and air balancing).
6. Turnover and acceptance (including submission of as-built drawings).

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 Ducting and Exhaust Fan System at BIA
 Bicol International Airport, Alobo, 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 INSTALLATION OF DUCTING	1.00	lot					$(5) \times (8)$	$12\% \times [(5) + (9)]$	$(9) + (10)$	$(5) + (11)$	$(12)/(3)$
	TOTAL AMOUNT											

Submitted by: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____





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BILL OF QUANTITIES

Project: Repair and Maintenance of Ducting and Exhaust Fan System at BIA

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	REPAIR AND INSTALLATION OF DUCTING				
	Pesos	1.00	lot		
	Amount in Words				
	and centavos				

Total Bid Amount (Php) :

Total Bid Amount in Words:

Submitted by: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____





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Detailed Estimate Form (Annex "C")

(Contractor's Logo On Main Page)

NAME OF PROJECT	:	Repair and Maintenance of Ducting and Exhaust Fan System at BIA
LOCATION	:	Bicol International Airport, Alobo, Daraga, Albay
SUBJECT	:	Bill of Quantities

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
A	Material Cost				
	DUCTING WORKS				
	G.I. Sheet ga.#22	105.00	Pcs		
	Polyolefin Insulation (4ft x 15m x 25mm thk)	10.00	Rolls		
	Plastic Strap (1")	5.00	Rolls		
	Mechanical pin (1")	250.00	Pcs		
	Duct Tape (4")	22.00	Pcs		
	Threaded Rod (3/8" x 10 ft)	15.00	Pcs		
	Washer/Nut (3/8")	200.00	Pcs		
	Supply Diffuser (0.25m x0.75m)	8.00	Pcs		
	Return Grille (1.5m x 0.75m)	1.00	Pc		
	Angle bar (3/16" x 2" x 20ft)	10.00	Pcs		
	Vulcaseal	6.00	Gal		
	Epoxy Primer (Grey)	5.00	Gal		
	Lacquer thinner	4.00	Gal		
	Paint brush 4"	5.00	Pcs		
	Paint Roller (7")	10.00	Pcs		
	Blind rivet (5/32")	1000.00	Pcs		
	Drill bit (5/32")	10.00	Pcs		
	Grinding Disc (4")	10.00	Pcs		
	Canvas Cloth	3.00	mts		
	Flat Washer (1/2")	75.00	Pcs		
	Nut (1/2")	75.00	Pcs		
	Cutting Disc 5/8 x 4"	25.00	Pcs		
	CLADDING WORKS				
	Hardiflex (4.5mm)	18.00	Pcs		
	Metal studs 2 x 3"	60.00	Pcs		
	Metal track 2 x 3"	50.00	Pcs		
	Black screw fluted nose 1"	4.00	Box		
	Rivet (1/8 x 1/4")	6.00	Box		
	Hardiflex putty	10.00	Kg		





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	Paint (White/Off White Color)	1.00	Pail		
	Paint roller (7")	10.00	Pcs		
	Lacquer thinner	4.00	Gal		
	Paint brush 4"	10.00	Pcs		
	Self adhesive mesh tape(3")	10.00	Pcs		
	Sand Paper #240	50.00	Pcs		
B	Sand Paper #100	20.00	Pcs		
	Cutting Disc 5/8 x 4"	10.00	Pcs		
			Material Cost		
	Labor Cost		<i>QTY</i>	<i>UNIT</i>	<i>UNIT COST</i>
					<i>AMOUNT</i>
	Fabrication Cost	1.00	Lot		
	Installation Cost	1.00	Lot		
	Mobilization and Technical Supervision	1.00	Lot		
	<i>(Please see scope of work)</i>		Labor Cost		
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	10.0%	of Estimated Direct Cost		
E.	TOTAL OCM & PROFIT	15.0%	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 Ducting And Exhaust Fan System At Bicol International Airport.**



TERMS OF REFERENCE

Name of Project	Repair And Maintenance Of Ducting And Exhaust Fan System At Bicol International Airport
Approved Budget	Nine Hundred Twenty Thousand Five Hundred Ten Pesos & 46/100 PHP 920,510.46
Number of Days to Complete	Forty-Five (45) calendar days
Location/s	Bicol International Airport, Alobo, Daraga, Albay
Contractor's Obligation	<p>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.</p> <p>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.</p> <p>4. The Contractor shall be responsible for the safety of all activities on the Site.</p> <p>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.</p>
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 Ducting And Exhaust Fan System At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA

Canvasser