



REQUEST FOR QUOTATION  
NO.: RFQ-2024-070

Date: **October 17, 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 October 22, 2024 @ 9:00 AM** for:

Name of the Project

Location

Terms of Reference

:

:

:

:

GENERAL REPAIR OF VARIOUS FACILITIES AT BAGUIO AIRPORT

BAGUIO AIRPORT

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:

1. The following documents must be attached upon submission of the Quotation:
- a) Mayor's Permit

b) PhilGEPS Certificate of Registration
2. All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
3. 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 materials, equipment and labor which will be used for the project titled: "General Repair of Various Facilities	₱173,451.33	1	Lot					



at Baguio Airport”								
SCOPE OF WORKS: 1. Project Billboard 2. Concrete Works 3. Electrical Works 4. Fixtures 5. OHSP								
Number of Days to Complete: Fifteen (15) Calendar Days								
TOTAL ABC	₱173,451.33							
GRAND TOTAL:								

Note: Quotation for each item must not exceed the ABC per item.

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 aforementioned 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.**





I. PROJECT BILLBOARD

/ Quantity: 1 lot

A. DIRECT COST

a. MATERIALS		QUANTITY		UNIT COST		AMOUNT
1	Project Tarpaulin 8' x 8' (with frame)	1	lot		/lot	
MATERIAL COST						

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

c.		no. of manpower	LABOR	NO. OF DAYS		UNIT COST	AMOUNT
1							-
2							-
3							-
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





## II. CONCRETE WORKS

/ Quantity: 3.88 cu.m

### A. DIRECT COST

1.	MATERIALS		QUANTITY		UNIT COST		AMOUNT
	1	RSB 10mmx6m	45	pcs		/pcs	
	2	Cement	35	bags		/bags	
	3	Sand	2	cu.m		/cu.m	
	4	3/4" Gravel	4	cu.m		/cu.m	
	5	Tie Wire #16	1	roll		/roll	
	6	Phenolic Board 3/4	3	pc		/pc	
	7	2"x2" good lumber	60	bd.ft		/bd.ft	
	8	Assorted CWN	3	kg		/kg	
	MATERIAL COST						

2.	EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
	1	One Bagger Mixer	3	days		/days	
	EQUIPMENT COST						

3.	no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
	1	Foreman	5	days		/days	
	2	Skilled Laborer	5	days		/days	
	3	Common Laborer	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

TOTAL UNIT COST



III. ELECTRICAL WORKS

/ Quantity: 1 lot

A. DIRECT COST

1.	MATERIALS	QUANTITY	UNIT COST	AMOUNT
1	Solar LED Floodlight Solar Panel: 6V 25W Polycrystalline silicon  Battery: 3.2VDC, Lithium Battery LED Lamp: 200 Watts LED Chip: LED SMD Chip Lumens (LM) : 80lm/W Life time : 50,000 Hours Charge time : 6-8 Hours Discharge Time: ≤10hrs, 100-0% Brightness Working Temperature Range: (°C) -30°C - +70°C IP Rating: IP65 Dimension : 840mm x 300mm x 65mm Material: Aluminum Housing and Glass Cover Features: Automatic on/off with mounting set bracket and solar panel bracket, and remote control Warranty: 1 year	16 units	/units	
2	Welding Rod	2 kl	kl	
3	Angle Bar 32mm x 32mm x 4mm	5 pcs	pcs	
MATERIAL COST				

2.	EQUIPMENT	QUANTITY	UNIT COST	AMOUNT
1	Welding Machine	2 days	/days	
EQUIPMENT COST				

3.	no. of manpower	LABOR	NO. OF DAYS	UNIT COST	AMOUNT
1	1	Skilled Laborer	2 days	/days	





LABOR COST	
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TOTAL DIRECT COST
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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%		

TOTAL INDIRECT COST
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C. TOTAL COST

1. DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST
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IV. FIXTURES

/ Quantity: 1 lot

A. DIRECT COST

a.	MATERIALS		QUANTITY		UNIT COST	AMOUNT
1	Water Closet		1	unit	/unit	
	Material: vitreous China, siphonic jet flushing, double flushing (4/6 lit), Elongated shape, seat cover UF soft closing, R&T tank fittings, With stainless Steel 304 Bidet, 3- way angle valve and Flexible Hose 18", stainless steel 201					
2	Lavatory Faucet, Brass Material		7	pcs	/pcs	
3	Hand Bidet, Stainless Steel 304, coil hose		5	pcs	/pcs	
4	3 way angle valve, stainless steel 304		5	pcs	/pcs	
5	Flexible Hose 18", stainless steel 201		5	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	1	Skilled Laborer	2	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

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	PPE (Safety Vest, Safety Shoes, Gloves)	5 pcs	/pcs	
EQUIPMENT COST				

c.	no. of manpower	LABOR	NO. OF DAYS	UNIT COST	AMOUNT
1	1	Safety Officer	3 days	/days	
2				/	-
3				/	-
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





## GENERAL SPECIFICATIONS

### I. INTRODUCTION

The works to be accomplished by the successful bidder shall consist of furnishing, supervision of labour, materials, tools and equipment to complete the Scope of Works for the project: ***Preventive Maintenance of Buildings & Other Structures for Area I: General Repair of Various Facilities at Baguio 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 according to plans and specifications. The Quality and types of materials must conform to the specifications and must be approved first by the Engineer-In-Charge assigned by 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 preparation and construction of project tarpaulin with frame. The design and format of the tarpaulin shall have the following specifications:
    - a. white, 8ft by 8ft in size
    - b. Resolution: 70 dpi
    - c. Font: Helvetica
    - d. Font Size: Main Information -3"; Sub-Information -1"
    - e. Font Colour: Black
  2. **Concrete Works** - The work includes all materials, labour, equipment and performance to complete the concreting of parking area at staff house. (Materials used and Workmanship must be approved by the Project In-Charge). (Volume: 3.88 cu.m)
  3. **Electrical Works** - The work includes all materials, labour, equipment and performance for the Electrical Works. This includes installation and replacement of solar flood lights on the staff house (4 units), guard houses (4 units), old admin building (2 units), communal toilet (2) and vehicular parking area (4 units). (Materials used and Workmanship must be Approved by the Project In-Charge Assigned).



4. **Fixtures** – The work includes all materials, labour, equipment and performance to complete the replacement of water closet at the ARFF Building. Also, the replacement of lavatory faucet, and bidet at the Communal Toilet. (Materials used and Workmanship must be approved by the Project In-Charge).
5. **Other General Requirements** – Occupational Health and Safety Program.

## B. Work Schedule

The Contractor shall provide the necessary manpower, tools, equipment, materials and supplies to insure timely accomplishment and delivery. Depending on the work, 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.
- At Special Cases, works can be done at night after the operation of the airport. Working time can be within 10pm – 6am.

### 2. Work Method

- Work methodology will be formulated by the contractor and CAAP-LIA authorities prior to implementation of the contract.

## C. Man Power Schedule

The Minimum manpower required during contract implementation shall be:

Civil Engineer/Safety Officer	2years supervisory experience with safety training certificate
Foreman	--
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.

2.

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

1. One-Bagger Mixer
2. Welding Machine

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

G. Period of Implementation

The contract shall be implemented within the FY2024. 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.



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

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.

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


Prepared:

  
**JUNAR R. TOMAS**  
Firefighter I

Checked/Verified:

  
**JOEFFREY B. LAGADON**  
Engineer II

Approved:

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



