



11 November, 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 **Chemical For Annual Chilled Water Treatment 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 18 November, 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. List of completed similar project within the last five (5) years which must be related to the supply and delivery of chemical for chilled water treatment with attached supporting documents
4. Name/credentials of proposed two (2) Technical Personnel;
5. Other documentary requirements:
  - 5.1 Omnibus Sworn Statement  
**(see attached format, maybe submitted together with the quotation or before issuance of Notice of Award.)**
  - 5.2 Latest Income & Business Tax Returns

**[maybe submitted together with the quotation or before issuance of Notice of Award]:**

5.2.1 Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal duly stamped received by the BIR; and



5.2.2 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; Phil-GEPS Registration Number; Name/credentials of proposed Technical Personnel; and List of completed similar project shall be automatically disqualified.**

### **SCOPE OF WORK**

1. Supply and delivery of Chemical Solution for Chilled Water Treatment
2. Site inspection and preparation for chemical dosing for chilled water system.
3. Provision of dosing pumps (as needed) and technical assistance on tapping of Chemical Solution to the chemical pot feeder in the chiller system.

### **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

Chemical for Annual Chilled Water Treatment At Bicol International Airport

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) (5) x (8)	(10) 12% x [(5) + (9)]	(11) (9) + (10)	(12) (5) + (11)	(13) (12)/(3)
1.00	SUPPLY AND DELIVERY OF CHEMICAL	1.00	lot									
	TOTAL AMOUNT											

Submitted by:

Printed Name:

Position:

Name of Company:

Date:



Bill Of Quantities (Annex "B")

(Contractor's Logo On Main Page)

**BILL OF QUANTITIES**

**Project: Chemical For Annual Chilled Water Treatment At Bicol International Airport**

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	<b>SUPPLY AND DELIVERY OF CHEMICAL</b>				
	Pesos Amount in Words	1.00	lot		
	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 : Chemical for Annual Chilled Water Treatment					
LOCATION : Bicol International Airport, Alobo, Daraga, Albay					
SUBJECT : Bill of Quantities					
ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
A	<b>Material Cost</b>  <b>Chemical Solution for Chilled Water Treatment</b> (1 pail = 5 Liters) <u>Composition:</u> - Sodium Hexamethaphosphate @ 5% - Polyacrylic Acid @ 4% - Sodium Sulfomethylated Lignosulfonate @ 2.5% - Sodium Hydroxide @ 2% - Tetrasodium EDTA @ 4%  <u>Physical and Chemical Properties:</u> Physical State : Liquid (Transparent) Color : Colorless pH : 12 < (1% dilution) Solubility : Completely Soluble Boiling Point Range : 100°C Viscosity : Non-viscous Odor : Odorless Specific Gravity : 1.12 Flash Point : Non - Flammable Mixing Ratio : 1L solution to 200L water  (VAT Inclusive)	23.00	Pail		
			<b>Material Cost .....</b>		
B	<b>Labor Cost</b>	QTY	UNIT	UNIT COST	AMOUNT
Technical assistance already included (Please see scope of work)					
			<b>Labor Cost .....</b>		
<b>A TOTAL MATERIAL COST</b>					
<b>B TOTAL LABOR COST</b>					
<b>C TOTAL EQUIPMENT RENTAL COST</b>					
<b>D TOTAL DIRECT COST</b>					
<b>INDIRECT COSTS</b>					
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)		0.0%	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: \_\_\_\_\_

Bicol International Airport, Alobo, Daraga Albay, Philippines, 4501

Smart: 0929 461 2407 | Globe: 0945 341 6603 Tel: (052) 742-3321 | [bicai.airport@caap.gov.ph](mailto:bicai.airport@caap.gov.ph)



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 18 November 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 **Chemical For Annual Chilled Water Treatment At Bicol International Airport.**

TERMS OF REFERENCE

Name of Project	Chemical For Annual Chilled Water Treatment At Bicol International Airport
Approved Budget	Four Hundred Thirty-Three Thousand Five Hundred Ninety-One Pesos And 40/100 (Php 433,591.40)
Number of Days to Complete	Fifteen (15) Calendar Days.
Location/s	Bicol International Airport, Alobo, Daraga, Albay



Contractor's Obligation	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 Fifteen (15) Calendar Days.
	3. The Contractor shall be responsible for the safety of all activities on the Site.
	4. 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,  
Canvass and Contract Committee





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

**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

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the project **Chemical For Annual Chilled Water Treatment At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

  
**LINDA MARIE D. OGENA**  
\_\_\_\_\_  
Canvasser