



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 **Repair And Maintenance Of Auto Sliding Doors 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 installation and/repair of any auto sliding doors with attached supporting documents;
4. List of Contractor's Equipment, including proof of ownership or certification of availability of the Basic Tools, Special Tools, and ladder from the lessor/vendor for the duration of the project, as the case may be; and
5. Name/credentials of proposed three (3) Service Technical Personnel and one (1) Assistant Technician/Helper;
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; Phil-GEPS Registration Number; Name/credentials of proposed Service Technical Personnel and Assistant Technician/Helper ; List of completed similar project; and List of Contractor's Equipment, including proof of ownership or certification of availability of Basic Tools, Special Tools, and Ladder from the lessor/vendor for the duration of the project, as the case may be, shall be automatically disqualified.

SCOPE OF WORK

Three time Preventive Maintenance Service of 16 unit automatic sliding glass doors

A. Physical and functional checks on the following:

- a. Control push buttons and indicator lights/led display
- b. Light barriers/sensors
- c. Rubber end stops
- d. Toothed belt and gearbox
- e. Floor guides and brushes
- f. Track rollers and track rails
- g. Battery pack (if available)

B. Conduct Mechanical and/or Electrical adjustments and application of lubrication if necessary.

C. General Cleaning of unit

1. Cleaning of parts and components
2. Cleaning of external surfaces including tempered glass panel, aluminum sidings/covers

D. Installation and repair of Glass Door hinge, lock and fittings.

E. Submission of Inspection Checklist, Technical report findings and recommendations





Note:

- 1. Any defect findings or faulty parts/components apart from the initial scope that cannot be rectified during the duration of the repair works should be given a separate proposal/quotation.**
- 2. Inclusive of one (1) year service and unit warranty for the glass door accessories.**

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 Auto Sliding Doors 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)
								(5) x (8)	12% X [(5) + (9)]	(9) + (10)	(5) + (11)	(12)/(3)
1.00	Preventive Maintenance Works	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: **Repair And Maintenance Of Auto Sliding Doors At Bicol International Airport**

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	Preventive Maintenance Works				
	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:



(Contractor's Logo On Main Page)

NAME OF PROJECT : Repair and Maintenance of Auto Sliding Doors at BIA					
LOCATION : Bicol International Airport, Aloba, Daraga, Albay					
SUBJECT : Bill of Quantities					
ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
A	Material Cost				
	PATCH LOCK Brand: GMT Model: PUS-10 Specs: Aluminum allow and stainless-steel cover plates, Polished stainless.	10.00	Pcs		
	PATCH FITTINGS Brand: GMT Model: PFC-010 Specs: Aluminum allow and stainless-steel cover plates, Polished stainless.	10.00	Pcs		
	DOOR HINGE Brand: GMT Model: N-818 Specs: 297x143x50mm, 116°max open, hold 800-950mm, 115 kg, Center hung, double action, 2-section speed adjustment valve	6.00	Pcs		
	DOOR HINGE Brand: KIN LONG Model: HD102 Specs: 90° hold, 650-900mm, 90kg, One speed section	6.00	Pcs		
	Note: Supply, delivery and installation included				
				Material Cost	
B	Labor Cost	QTY	UNIT	UNIT COST	AMOUNT
	Preventive Maintenance Service of Automatic Sliding Glass Doors Note: Three-time PMS schedule for the 16 units Auto Sliding Doors. This also includes professional services, technical analysis, labor works, minor consumables, mobilization & demobilization, provision of special tools and equipment. (Please see scope of work)	16.00	Units		
				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	0.0%	of Estimated Direct Cost	
E. TOTAL OCM & PROFIT	5.0%	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 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 **Repair And Maintenance Of Auto Sliding Doors At Bicol International Airport.**

TERMS OF REFERENCE

Name of Project	Repair And Maintenance Of Auto Sliding Doors At Bicol International Airport
Approved Budget	Six Hundred Fifteen Thousand One Hundred Ninety-Five (Php 615,195.00)
Number of Days to Complete	Twenty-One (21) Calendar Days specifically, Three (3) PMS Schedule, Seven (7) Calendar Days Per PMS Schedule.
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 Twenty-One (21) 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

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 Auto Sliding Doors At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser