



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

DATE: February 10, 2025

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES-AREA X**, through its Canvass and Contract Committee (CCC), now invites interested contractors/ suppliers to submit their Price Quotations for the Project **MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT ESCALATOR AT PASSENGER TERMINAL BUILDING LAGUINDINGAN A/P**, with their quantities, and for their respective use and end user:

Quantity/ Unit	Items	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
1 Lot	Monthly Maintenance Of Two (2) Units Elevator And One (1) Unit Escalator At Passenger Terminal Building Laguindingan A/P	Monthly Maintenance Of Two (2) Units Elevator And One (1) Unit Escalator At Passenger Terminal Building Laguindingan A/P	Laguindingan Airport	PhP 69,900.00

Deadline of Submission: February 14, 2024 at 10:00 A.M

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Further, the prospective suppliers should possess the following:

1. Should have the legal capacity to enter into business or to perfect contracts (with updated Business Permit from DTI and recent Tax Certification from BIR as per Section 8.5 of Section 8.0 of Rule III and as per sub-paragraph a.ii of Section 24.1 of Section 24 of Rule VIII of the Revised IRR of RA 9184 and GPPB Resolution No. 11-2013 dated April 26, 2013);



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2. Proof of Philgeps Registration
3. Notarized Omnibus Sworn Statement
4. Detailed Estimate
5. Certificate of Site Inspection (Signed by the End-User) – Requires Company ID
6. Should not be among those blacklisted suppliers. (as per sub- sub-paragraph a.iv (1) of Section 25.2 of Section 25 of Rule VIII of the Revised IRR of RA 9184 and Section 2 of GPPB's UNIFORM GUIDELINES FOR BLACKLISTING OF MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS AND CONSULTANTS)

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)- AREA X** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

CAROLINA C. ADANZA

CCC-Secretary

Ground Floor, Admin Building

Laguindingan Airport


Laguindingan, Misamis Oriental

CAAP Area X

Telephone: (088)-555-1881 (Local 1210)

0915-56-89246

Signed:


JOHN ROYELL Z. SIJO
MHCU Chief
CCC-Chairperson



Republic of the Philippines
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(Small Value Procurement)

No. 003-2025

Date:

Date:

NAME OF COMPANY :
ADDRESS :
CONTACT NO/S. :
PHILGEPS REGISTRATION NO. :

Sir:

Please quote your best offer (lowest net price, taxes and government discount terms included) and submit your Quotation duly signed by your or your duly authorized representative not later than;
at of for:

Name of Project : MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT ESCALATOR AT PASSENGER TERMINAL BUILDING LAGUINDINGAN A/P
Location : Laguindingan Airport, Laguindingan Misamis Oriental
Terms of Reference : 75 Calendar Days

Sealed quotations must be submitted either personally to Ms. Carolina C. Adanza, Secretariat of Canvass and Contract Committee of Laguindingan Aiport or email at cccarea10@gmail.com.
For clarification, please call us at the contact information seen below.

1 The following documents must be submitted on or before the Closing Date of Submission;

- a) Mayor's Permit
- b) Detailed Estimate
- c) Proof of PhilGEPS Registration
- d) Notarized Omnibus Sworn Statement (Please see attached format or refer to this link: https://ps-philgeps.gov.ph/home/images/BAC/Bid_Bulletin/2020/Annex%20B%20-%20Omnibus%20Sworn%20Statement.pdf)
Note: If a partnership, corporation, cooperative, or joint venture: Submit duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.
- e) Certificate of Ocular Site Inspection (Signed by the End-User) - Requires Company ID
 - * Failure to submit the required documents shall be grounds for disqualification
 - * The quotation and required documents must be submitted in a signed and sealed envelope.

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.

JOHN ROWELL Z. SIJO
Chairperson, CCC-LDGA

ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*						
		PRICE				Compliance w/ Technical Specifications		REMARKS
		QTY	UNIT	UNIT PRICE	TOTAL PRICE	YES	NO	
Supply of labor and materials to complete the MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT ESCALATOR AT PASSENGER TERMINAL BUILDING	₱69,900.00							



I.	MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT ESCALATOR AT PASSENGER TERMINAL BUILDING LAGUINDINGAN A/P				
<i>(Please see attached Bill of Materials,</i>					

1	Lot					

In Figure:	P
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In Words:	P
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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at cccarearea10@gmail.com.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

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 Item/s shall be delivered within seven (7) calendar days from receipt of Purchase Order duly approved and issued by the Area/Airport Manager except to purchases brought about by emergency cases/circumstances as well as those supplies/materials which are to be manufactured/produced for a longer period.
- 8 The Supply Office of LDGA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
- 9 Date of Completion: In case of an approved POW, within the period stated therein. While, in cases of regular procurement (if not stated), within 7-10 days or less, after the issuance of the Purchase Order.
- 10 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.
- 11 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 (LGDA) 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 R.A. 9184



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PROOF OF RECEIPT OF RFQ

Name of Project : MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT
ESCALATOR AT PASSENGER TERMINAL BUILDING LAGUINDINGAN A/P
Location : Laguindingan Airport, Laguindingan Misamis Oriental

SUPPLIER/DEALER/CONTRACTOR	DATE RECEIVED	RECEIVED BY	SIGNATURE

TO WHOM IT MAY CONCERN:

I hereby certify that I have personally served this Request for Price Quotation (RFQ) through sealed envelope to the above-named supplier/dealer/contractor in accordance with existing rules and regulations.

Official Canvasser, Laguindingan Airport





TERMS OF REFERENCE

MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT ESCALATOR AT PASSENGER TERMINAL BUILDING LAGUINDINGAN A/P

1.0 CONDITIONS

1.1 Administrative Requirements

The Contractor must comply with the following:

- Conduct a site visit and inspection to assess actual conditions affecting project implementation. The Contractor shall secure a Certificate of Site Inspection from **Laguindingan Airport**.
- Adhere to **Laguindingan Airport's** security, safety regulations, house rules, and site maintenance plans, ensuring continuous job site cleanup.
- Investigation and submission of report/s to **Laguindingan Airport** for any accident or untoward incident that may occur at the site for the duration of the project.
- Assume all responsibility for injuries to persons and damages to **Laguindingan Airport** and other property caused by the execution of the works and shall be liable for any claims against **Laguindingan Airport** on account of such injury and/or damage.
- Provide necessary protective measures to prevent theft or damage to **Laguindingan Airport** property.

1.2 Prohibitions

- Drinking of liquor, smoking and gambling in the building and the Contractor's storage area.
- Cooking of any kind of food and eating in the project/work area.
- Loitering in areas other than the project site.

1.3 Safety and Sanitation Requirements

- All workers assigned in the project must wear appropriate Personal Protective Equipment (PPE).
- The workers shall always wear their company uniform and valid I.D while inside the **Laguindingan Airport** premises.
- All areas affected by project implementation must be thoroughly cleaned to the satisfaction of **Laguindingan Airport**.

1.4 Requirement for Storage of Equipment

- All equipment must be stacked in a stable and self-supporting manner. All sharpened objects shall be removed immediately to avoid injury to workers and **Laguindingan Airport** personnel.



TERMS OF REFERENCE

MONTHLY MAINTENANCE OF TWO (2) UNITS ELEVATOR AND ONE (1) UNIT ESCALATOR AT PASSENGER TERMINAL BUILDING LAGUINDINGAN A/P

- Passageways and all access points shall be kept free from equipment and material obstructions at all times.

2.0 SCOPE OF WORK

2.1 Project Area

- The location of the maintenance project is at the **Laguindingan Airport**.

2.2 Activities

The scope of works includes, but is not limited to:

- Once a month full servicing of two (2) units' elevator and one (1) unit escalator at Passenger Terminal Building (cleaning, lubricate, adjustments, replaced) of the unit – visual examination based on the standard check chart.
- Inspection, lubrication, and adjustments of all machinery motors, control parts, chains, brakes, and safety devices/sensors.
- Greasing and Oiling of bearing and guides.
- Provision of necessary equipment needed for troubleshooting.
- Submission of monthly service report to the Project-in-charge.
- Providing 24/7 phone support and have a 6-hour on-site response time.

3.0 SCHEDULE AND PAYMENT TERMS

3.1 Schedule

- The contractor must complete the project within the duration of the contract.

3.2 Payment Terms

- The final payment request should only be made after the project is accepted and completed, provided that all relevant documents must be submitted and approved by the Project-in-Charge, End-user, and Inspection Officer.

4.0 REPORTING

The contractor must update the Project-in-Charge/End-user on project progress and outcomes. Transparent reporting of any incident or deviations from the plan.

7.0 CONTRACTOR QUALIFICATIONS



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Laguindingan, Laguindingan Airport, Misamis Oriental

TERMS OF REFERENCE

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The contractor must be fully knowledgeable and capable of the equipment.

- Must have completed similar projects and provide supporting certificates/documents. This certification serves as proof that the contractor can repair, provide replacement recommendations, and troubleshoot the system.
- Contractor personnel must have formal training and certification specifically related to elevator maintenance, ensuring compliance with industry standards and best practices.

8.0 WARRANTY

- The contractor shall provide a written and signed document stating the warranty (which includes terms and conditions) of all the work conducted and approved by both parties. The CAAP-LGA will impose a warranty in any type/form stated in the IRR of RA 9184 upon completion of the project.