



17 March, 2025

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 **Annual Preventive Maintenance Service Of Fire Detection And Alarm System (FDAS) for BIA Complex** 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 25 March, 2025** 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 contracts showing proof that bidder has experience in FDAS maintenance during the past three (3) years prior to submission of quotations;
4. List of Contractor's Equipment, including proof of ownership or certification of availability of Basic / Special Tools, Scaffolding and Ladder from the lessor/vendor for the duration of the project, as the case may be; and
5. Name/credentials of proposed one (1) Electrical Engineer / Fire Practitioner, two (2) Technical Personnel and one (1) 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.)



Quotations not accompanied by current Mayor's/Business Permit; Phil-GEPS Registration Number; List of completed similar contracts showing proof that bidder has experience in FDAS maintenance during the past three (3) years prior to submission of quotations; List of Contractor's Equipment, including proof of ownership or certification of availability of Basic / Special Tools, Scaffolding and Ladder from the lessor/vendor for the duration of the project, as the case may be; and Name/credentials of proposed one (1) Electrical Engineer / Fire Practitioner, two (2) Technical Personnel and one (1) Helper, shall be automatically disqualified.

SCOPE OF WORK

PREVENTIVE MAINTENANCE SERVICES

1. Technical evaluation of the following components
 - a. Addressable Smoke Detectors - 428 units
 - b. Heat detectors - 23 units
 - c. Manual Call Points, alarm bells/buzzer, strobe lights - 60 units
 - d. Fire Alarm Control Cabinet - 11 units
2. Walkthrough inspection and visual assessment.
3. Checking and re-tightening of electrical assembly terminations (wirings, electrical panels and device terminals, control panels)
4. Checking of grounding system. Conduct electrical adjustments as needed.
5. Cleaning of individual smoke detectors, heat detectors, alarm buzzer/bell, MCP, and FACP.
6. Checking of back-up battery, terminal box or pull boxes. Replacement of protective cover is in plate if necessary.
7. Functional testing of individual units and simulation exercise.
8. Troubleshooting, tracing and rectification of existing faults.
9. Conduct re-programming as necessary.
10. Refresher Training of Technical Personnel and Operator
11. Submission of PM certificate signed and sealed by Professional Engineer.
12. Submission Comprehensive Service Report and Recommendations.

Note: Defect findings, major repairs and parts replacement will be given separate proposal or 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.



Bid Proposal (Annex "A")

(Contractor's Logo On Main Page)
Annual Preventive Maintenance Service of Fire Detection and Alarm System (FDAS) for BIA Complex
Bicol International Airport, 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)	5% X [(5) + (9)]	(9) + (10)	(5) + (11)	(12)/(3)
1.00	Preventive Maintenance Services	1.00	lot									
TOTAL AMOUNT												

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Bill Of Quantities (Annex "B")

(Contractor's Logo On Main Page)

BILL OF QUANTITIES

Project: Annual Preventive Maintenance Service Of Fire Detection And Alarm System
(FDAS) for BIA Complex

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	PREVENTIVE MAINTENANCE SERVICES				
	Pesos Amount in Words	1.00	lot		
	and centavos				

Total Bid Amount (Php) :

Total Bid Amount in Words:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Detailed Estimate Form (Annex "C")

(Contractor's Logo On Main Page)

NAME OF PROJECT	Annual Preventive Maintenance Service of Fire Detection and Alarm System (FDAS) for BIA Complex				
LOCATION	Bicol International Airport, Daraga, Albay				
SUBJECT	Bill of Quantities				

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
PREVENTIVE MAINTENANCE SERVICES					
A	Material Cost <i>Note: Minor consumables, materials and parts replacement are included in the PM Service Charge</i>				
				Material Cost	
B	Labor Cost	QUANTITY	UNIT	RATE	AMOUNT
	Supply of Services for Preventive Maintenance of Fire Detection and Alarm System (FDAS) GENERAL SCOPE: A. Technical evaluation of the all FDAS components B. Physical and functional assessment. C. Cleaning of individual units. D. Checking of electrical components and adjustments. E. Tracing, troubleshooting and rectification of existing faults and conduct re-programming as needed. F. Functional test and simulation exercise. G. Issuance of PM certificate signed and sealed by professional Engineer. <i>Note: Inclusive of professional services fees, labor works, mobilization, provision of special tools and equipment.</i> <i>(Please see scope of work)</i>	1.00	Lot		
				Labor Cost	
A TOTAL MATERIAL COST					
B TOTAL LABOR COST					
C TOTAL EQUIPMENT RENTAL COST					
D TOTAL DIRECT COST					
INDIRECT COSTS					
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)		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					

Signature: _____
 Printed Name: _____
 Position: _____
 Name of Company: _____
 Date: _____

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

Smart: 0929 461 2407 | Globe: 0945 341 6603 Tel: (052) 742-3321 | bia_airport@caa.gov.ph



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

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 25 March 2025. 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 **Annual Preventive Maintenance Service Of Fire Detection And Alarm System (FDAS) for BIA Complex.**

TERMS OF REFERENCE

Name of Project	Annual Preventive Maintenance Service Of Fire Detection And Alarm System (FDAS) for BIA Complex
Approved Budget	One Hundred Ninety-Nine Thousand Five Hundred Pesos (Php. 199,500.00)
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.



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

	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 **Annual Preventive Maintenance Service Of Fire Detection And Alarm System (FDAS) for BIA Complex** to the above-named dealer/supplier in accordance with the existing regulations.

Fun.

LINDA MARIE D. OGENA
Canvasser