



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 **Quarterly Preventive Maintenance Services Of Elevators And Escalators 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 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. Proof/permit showing that its primary business is on Operation and Maintenance of Elevators and Escalators with at least three (3) years of experience;
4. List of completed similar project within the last three (3) years which must be related to periodic maintenance service of elevator and escalator units with attached supporting documents; and
5. Name/credentials of proposed 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; Proof/permit showing that its primary business is on Operation and Maintenance of Elevators and Escalators with at least three (3) years of experience; Name/credentials of proposed two (2) Technical Personnel and one (1) Helper; and List of completed similar project, shall be automatically disqualified.

SCOPE OF WORK

QUARTERLY PREVENTIVE MAINTENANCE SERVICES

A. Technical evaluation of all units: 4- Passenger Elevators, 1- Service Elevator & 3- Escalators

Physical and functional checks on the following components

ELEVATORS

1. Elevator components - Cabin lights, doors, landing floors, Cabin floor and surfaces, push buttons, LED displays, Arrival Gong
2. Emergency Features - Auto Rescue Device/UPS, Fireman Switch, Emergency Lights, Emergency Alarm bell, Intercom
3. Electrical components - Control Panel, Main Control Board, electrical connections and relays, motor and controllers
4. Safety devices - Safety sensors, light curtain, upper and lower limit switches, door magnetic switches, E-stops
5. Lubrication - Reservoir Oil levels/Oiler box
6. Moving & fixed parts - Drive unit, ropes/hoists cables, guide railings, Door railings rollers, counter weight assembly
7. Airconditioning

ESCALATORS

1. Elevator components - Rubber handrails, escalator steps, side skirts, floor landing, LED displays, key slots and push buttons
2. Safety and emergency devices - Safety switches, emergency stops, brakes and safety limiters
3. Electrical components - Control Panel, electrical connections and relays, motor and controllers
4. Lubrication - Reservoir Oil levels/Oiler box, spray nozzles
5. Moving & fixed parts - chains, guide railings, rollers, tracks, step plate, wheels, trusses

B. General Cleaning of units (including elevator door, escalator steps and escalator and elevator machine pit

C. Refilling of lubricating oil to reservoir/oiler tank. Greasing of components as needed.

D. Mechanical and Electrical Adjustments.

E. Testing of units (Including safety devices).





F. Submission of inspection checklist and Comprehensive Service Report and Recommendations.

G. Inclusive of Call-back option within the contract period and Technical Service Assistance via phone call and viber.

Note: Any Defect findings, repairs works and major 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)
Quarterly Preventive Maintenance Service of Elevators and Escalators
at
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)
1.00	PREVENTIVE MAINTENANCE SERVICE	1.00	lot					(5) x (8)	5% X [(5) + (9)]	(9) + (10)	(5) + (11)	(12)/(3)
	TOTAL AMOUNT											

Signature:

Printed Name:

Position:

Name of Company:

Date:



Bill Of Quantities (Annex "B")

(Contractor's Logo On Main Page)

BILL OF QUANTITIES

Project: Quarterly Preventive Maintenance Services Of Elevators And Escalators At Bicol International Airport

Location : Bicol International Airport, Alobo, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1.00	PREVENTIVE MAINTENANCE SERVICE				
	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 : Quarterly Preventive Maintenance Service of Elevators and Escalators LOCATION : Bicol International Airport, Daraga, Albay SUBJECT : Bill of Quantities					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A	PREVENTIVE MAINTENANCE SERVICES Materials <i>(Consumables and other minor materials required in the services are already included in the package)</i>				
		Material Cost.....			-
B	Labor Cost Supply of services for PMS of: Passenger Elevator at PTB Escalator at PTB Service Elevator at ATC Tower Bldg. <i>Note: The rate for each equipment type covers four (4) PMS Schedules for CY 2025. Includes technical services, labor works, consumables, mobilization, provision of special tools and equipment. Please see scope of work.</i>	QTY	UNIT	RATE	AMOUNT
		4.00	Unit		
		3.00	Unit		
		1.00	Unit		
		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: _____



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 **Quarterly Preventive Maintenance Services Of Elevators And Escalators At Bicol International Airport**.

TERMS OF REFERENCE

Name of Project	Quarterly Preventive Maintenance Services Of Elevators And Escalators At Bicol International Airport.
Approved Budget	Three Hundred Twenty-Three Thousand Four Hundred Pesos (Php. 323,400.00)
Number of Days to Complete	Quarterly PMS for CY 2025 NOTES: 1st PMS - Duration 7 C.D; 2nd PMS - Duration 7 C.D; 3rd PMS - Duration 7 C.D; 4th PMS - Duration 7 C.D.
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.

Bicol International Airport, Alobo, 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

	<p>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 Quarterly PMS for CY 2025 NOTES: 1st PMS - Duration 7 C.D; 2nd PMS - Duration 7 C.D; 3rd PMS - Duration 7 C.D; 4th PMS - Duration 7 C.D.</p>
	<p>3. The Contractor shall be responsible for the safety of all activities on the Site.</p>
	<p>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.</p>
Liquidated Damages	<p>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.</p>

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 **Quarterly Preventive Maintenance Services Of Elevators And Escalators At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

for:

LINDA MARIE D. OGENA
Canvasser