

17 March, 2025 Date

REQUEST FOR QUOTATION

Sir/Madam:	
Please quote your lowest net prices, taxes, including Government discount terms, and	
delivery of the following items listed hereunder for the account of the official use	C

d 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

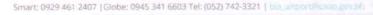
- 1. Elevator components Cabin lights, doors, landing floors, Cabin floor and surfaces, push buttons, LED displays, Arrival Gong
- 2. Emergency Features Auto Rescue Device/UPS, Fireman Switch, Emergency Lights, Emergency Alarm bell, Intercom
- 3. Electrical components Control Panel, Main Control Board, electrical connections and relays, motor and controllers
- 4. Safety devices Safety sensors, light curtain, upper and lower limit switches, door magmentic 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).

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











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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 auotation.

PLEASE ACCOMPLISH THE FOLLOWING ATTACHED FORMS:

- 1. Bid Proposal (Annex "A")
- 2. Bill Of Quantities (Annex "B")
- 3. Detailed Estimate Form (Annex "C")

NOTE:

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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.







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Bid Proposal (Annex "A")

Quarterly Preventive Maintenance Service of Elevators and Escalators (Contractor's Logo On Main Page)

Bicol International Airport, Daraga, Albay

ITEM	VIGORAL DE LA COMPANIA DEL COMPANIA DEL COMPANIA DE LA COMPANIA DE	VEITIMALIO	FINIT	ESTIMATED MARK-UPS IN TOTAL MARK-UP	MARK-L	JPS IN	TOTAL	MARK-UP	TAV	TOTAL	TOTAL COST	POSTINIT
9	DESCRIPTION OF WORK	QUANTITY		DIRECT COST OCM Profit	OCM	Profit	%	VALUE	V	INDIRECT COST	10171	000
(6)	C	6	(8)	12/	9	6	187	(6)	(10)	(11)	(12)	(13)
2	(7)	(c)	Ť.	(c)	6	2	6	(5) x (8)	2% X [(2) + (6)]	(01) + (10)	(5) + (11)	(12)/(3)
1.00 P	PREVENTIVE MAINTENANCE SERVICE	1.00 lot	lot									
	TOTAL AMOUNT											

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





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Unit

Bill Of Quantities (Annex "B")

Amount

Unit Price

(Contractor's Logo On Main Page)

BILL OF QUANTITIES

Qty

Project:

Item No

1.00

Quarterly Preventive Maintenance Services Of Elevators And Escalators At Bicol

International Airport

Location: Bicol International Airport, Alobo, Daraga, Albay

PREVENTIVE MAINTENANCE SERVICE

Description

	Pesos Amount in Words	1.00	lot	
	and centavos			
Total Bid	Amount (Php):			
Total Bid	Amount in Words:			
		Signature:		
		Printed Name		
		Position:		
		Name of Com	pany:	
		Date:		





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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
	PREVENTIVE MAINTENANCE SERVICES				
A	Materials (Consumables and other minor materials required in the services				
	are already included in the package)	Me	aterial Cost	<u> </u>	
В	Labor Cost	QTY	UNIT	RATE	AMOUNT
	Supply of services for PMS of:				
	Passenger Elevator at PTB	4.00	Unit		
	Escalator at PTB	3.00	Unit		
	Service Elevator at ATC Tower Bldg.	1.00	Unit		
	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	abor Cost		

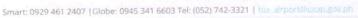
- A TOTAL MATERIAL COST
- B TOTAL LABOR COST
- C TOTAL EQUIPMENT RENTAL COST
- D TOTAL DIRECT COST

	INDII	RECT 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 INDIRE	CT COST (F+E),	P	
H. SUB-TOTAL ESTIMATED UNIT I	NDIRECT COST (6 / Quantity), P/Unit	
SUB-TOTAL ESTIMATED COST (D	+ G), P		
SUB-TOTAL ESTIMATED UNIT CO	T (Total Estimat	ed Cost / Quantity), P/Unit	

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



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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

Quarterly Preventive Maintenance Services Of Elevators And Escalators At Bicol International Airport.
Three Hundred Twenty-Three Thousand Four Hundred Pesos (Php. 323,400.00)
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.
Bicol International Airport, Alobo, Daraga, Albay
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.



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	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.
	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.
	The Contractor shall pay liquidated damages to the
	Procuring Entity at the rate per day of delay. The
Liquidated Damages	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,

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.

