



14 April, 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 **Maintenance Repair And Improvement Of BIA Auxiliary System** 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 April 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 installation, upgrading, preventive maintenance or repair of Flight information and Display System (FIDS) during the past three (3) years prior to submission of quotations; and
4. Name/credentials of proposed one (1) IT Personnel and two (2) Technical Personnel;
5. Other documentary requirements:
 - 5.1. 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; and Name/credentials of proposed one (1) IT Personnel and two (2) Technical Personnel, shall be automatically disqualified.





SCOPE OF WORK

Preventive Maintenance Services of BIA Flight Information Display System (FIDS)

1. Physical checking and inspection of all hardware components.
 - a. FIDS Data Cabinet (network switches, backup UPS, backup servers)
 - b. Server Desktop Computer
 - c. 15 units NUCs
 - d. 15 units FIDS Monitor
 - e. 15 units UPS
2. Perform system check and individual functional testing.
3. Conduct troubleshooting, rectification of errors and corrective programming as needed.
4. Cleaning of parts and components including controllers and internal fans.
5. Restoration server back up functions and conduct simulation testing.
6. Conduct comprehensive personnel training on FIDS3 Software.
7. Submission of the following:
 - a. Inspection Checklist
 - b. Service report, findings and recommendations.
8. Provision of technical service assistance via phone call and viber within the service warranty duration
9. Inclusive of 1 year warranty for units supplied.

Note: Any defect findings will be given separate proposal or quotation including parts and component replacement or provision of spares as part of the recommendation.

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)
Maintenance Repair and Improvement of BIA Auxiliary System
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)	(5) x (8)	(10)	(11)	(12)	(13)
1.00	Preventive Maintenance Services	1.00	lot							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: Maintenance Repair And Improvement Of BIA Auxiliary System

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:





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Detailed Estimate Form (Annex "C")

(Contractor's Logo On Main Page)

NAME OF PROJECT : Maintenance Repair and Improvement of BIA Auxiliary System LOCATION : Bicol International Airport, Daraga, Albay SUBJECT : Bill of Quantities					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A	PREVENTIVE MAINTENANCE SERVICES				
	Materials				
	Uninterruptible Power Supply Unit (UPS) 1kVA, AVR, 230V, with Surge protection	2.00	Unit		
	Next Unit of Computing (NUC) Mini CPU equipped with Intel Core i3 processor and the same model, OS and Software as the existing NUC at BIA.	2.00	Unit		
	Network Switch 24-port Gigabit, Unmanageable	1.00	Unit		
		Material Cost.....			
B	Labor Cost	QTY	UNIT	RATE	AMOUNT
	Supply of Services for Preventive Maintenance Inspection and Repair of BIA Flight Information Display System (FIDS) 1. Physical checking and inspection of all hardware components. -FIDS Data Cabinet (network switches, backup UPS, backup servers) -Server Desktop Computer -15 units NUCs -15 units FIDS Monitor -15 units UPS 2. Perform system check and individual functional testing. 3. Conduct troubleshooting, rectification of errors and corrective programming as needed. 4. Cleaning of parts and components including controllers and internal fans. 5. Restoration server back up functions and conduct simulation testing. 6. Conduct comprehensive personnel training on FIDS3 Software. 7. Provision of technical service assistance via phone call and viber within the service warranty duration. Note: Includes technical services, labor works, minor consumables, mobilization, provision of special tools and equipment. (Pls see scope of work)	1.00	Lot		
		Labor Cost.....			
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT RENTAL COST				
D	TOTAL DIRECT COST				



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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: _____





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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 April 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 **Maintenance Repair And Improvement Of BIA Auxiliary System.**

TERMS OF REFERENCE

Name of Project	Maintenance Repair And Improvement Of BIA Auxiliary System
Approved Budget	Two Hundred Ninety-Five Thousand Five Hundred Eighty Pesos and 25/100 (Php. 295,580.25)
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.

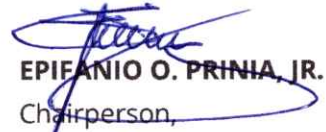




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	3. The Contractor shall be responsible for the safety of all activities on the Site.
	4. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
Liquidated 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,


EUFANIO O. PRINIA, JR.
Chairperson,

Canvass and Contract Committee





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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 **Maintenance Repair And Improvement Of BIA Auxiliary System.** to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA

Canvasser

