



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION  
NO.: RFQ-2025-014

Date: March 31, 2025

Name of the Company  
Address  
Contact No.  
PhilGEPS Registration No.

: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

Sir/Madam:

Please quote your best offer (lowest net, price, taxes, and government discount terms included) and **submit your Quotation duly signed by you or your duly authorized representative not later than April 7, 2025 @ 9:00 AM** for:

Name of the : **DECLOGGING OF DRAINAGE CANAL FOR LAOAG AIRPORT**  
Project  
Location : **LAOAG INTERNATIONAL AIRPORT**  
Terms of :  
Reference

Sealed quotations must be submitted either personally to Ms. Hazelle May C. Andres, Head, Secretariat of the Bids and Awards Committee of Laoag International Airport (BAC-LIA) or e-mail at [bac\\_area1@caap.gov.ph](mailto:bac_area1@caap.gov.ph). For any clarification, do not hesitate to contact us through the contact information seen below.

Aside from the Terms and Conditions provided at the back portion of this RFQ, please observed the following general conditions:

- The following documents must be attached upon submission of the Quotation:
  - Mayor's Permit
  - PhilGEPS Certificate of Registration
- All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- Payment shall be made through check.

**ATTY. RIZZA JOY S. VALLESTERO**  
Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/We submit our quotations for the following item/s:

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	
1. Supply of materials, labor, and equipment which will be used for the project titled: “Declogging of Drainage Canal for Laoag Airport”.	₱459,238.16	1	lot					



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<b>WORKS TO BE DONE:</b> <b>I. Site Works</b> <b>II. Other General Requirements</b> <b>III. Project Billboard</b>  <b>Number of days to complete: Ninety--five (95) Calendar Days</b>								
<b>TOTAL ABC</b>	<b>₱459,238.16</b>							
<b>GRAND TOTAL:</b>								

**Note: Quotation for each item must not exceed the ABC per item.**

\_\_\_\_\_  
**Signature over Printed Name  
Supplier/Dealer/Contractor**







### **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 Supply Office of LIA shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
8. *Date of Completion/Delivery:* In case of an approved POW, within the period stated therein. While, in cases of regular procurement, within 7-10 days or less, after the issuance of the Purchase Order. Further, any request of extension shall be sent to the End-User/Implementing Facility concern.
9. *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.
10. 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 (LIA) 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 aforecited 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 RA 9184.**





I. SITE WORKS

/ Quantity: 3557 Ln. mtr.

A. DIRECT COST

a.	MATERIALS		QUANTITY		UNIT COST		AMOUNT
1							-
MATERIAL COST							-

b.

EQUIPMENT			QUANTITY		UNIT COST	AMOUNT
1	1	Sludge Pump	10	day	/day	
2	1	Boom Truck	16	hrs	/hrs	
3	2	Grass Cutter	10	day	/day	
			EQUIPMENT COST			

c.

	no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
1	1	Supervisor	80	day		/day	
2	3	Skilled Laborer	10	day		/day	
3	6	Common Laborer	80	day		/day	
			LABOR COST				

TOTAL DIRECT COST

B. INDIRECT COST

a.	OCM( Overhead, Contingencies, Miscellaneous)			
b.	CONTRACTORS PROFIT			
			TOTAL MARK-UP	

c.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)			
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TOTAL INDIRECT COST

C. TOTAL COST

a.	DIRECT COST + INDIRECT COST		-
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TOTAL UNIT COST 0.00





II. OTHER GENERAL REQUIREMENTS

/ Quantity: 1 lot

A. DIRECT COST

a.

MATERIALS		QUANTITY		UNIT COST		AMOUNT
1						
MATERIAL COST						

b.

EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
1	Personal Protective Equipment (PPE)	11	pc.		/pc.	
EQUIPMENT COST						

c.

no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
1	1	Safety Officer	20	days	/day	
LABOR COST						

TOTAL DIRECT COST

B. INDIRECT COST

1.	OCM( Overhead, Contingencies, Miscellaneous)			
2.	CONTRACTORS PROFIT			
			TOTAL MARK-UP	
3.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)			

TOTAL INDIRECT COST

C. TOTAL COST

1.	DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST



III. PROJECT BILLBOARD

/ Quantity: 1 lot

A. DIRECT COST

a.	MATERIALS		QUANTITY		UNIT COST		AMOUNT
	1	Project Tarpaulin 8' x 8' (with frame)	1	lot		/lot	
MATERIAL COST							
b.	EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
	1						
EQUIPMENT COST							
c.	no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
	1						
LABOR COST							

TOTAL DIRECT COST

B. INDIRECT COST

1.	OCM( Overhead, Contingencies, Miscellaneous)			
2.	CONTRACTORS PROFIT			
			TOTAL MARK-UP	
3.	Value Added Tax, VAT (OCM + Contractor's Profit + Direct Cost)			

TOTAL INDIRECT COST

C. TOTAL COST

1.	DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST





## TECHNICAL SPECIFICATION

### I. INTRODUCTION

The Civil Aviation Authority of the Philippines, Area I have in its Annual Procurement Plan Declogging of Drainage Canal in Laoag International Airport. The project is being funded every other year as it aims to maintain the surroundings of the airport and prevent flooding and maintain proper drainage systems within the Airside and Landside area.

The Declogging of Drainage Canals, primarily deals with the clearing/cleaning of Storm Drainage system of the airport. Therefore, the Authority is forced to hire the services of a private contractor/supplier to undertake the project due to its areas covered. The contractor/supplier shall comply with the provisions of this Term of Reference from the onset until the end of the implementation.

### II. STATEMENT OF WORK

#### A. Work Breakdown Structure

- i. The Work Breakdown Structure includes the furnishing of all necessary labor, equipment, tools, materials, supplies, supervision and expertise necessary to perform the following.
  - a. The contractor/service provider shall undertake the Declogging of Drainage Canals at the Airside and Landside Area. The work includes clearing of up to 2 meters on both sides of open canals and closed canals, removal of sludge, muds, and vegetation around the canals. Additionally, the contractor/service provider shall ensure the proper disposal of the collected waste. Furthermore, to facilitate the safe and efficient lifting of concrete covers for the closed canals, a boom truck equipped with the necessary lifting capacity shall be utilized.

#### Declogging of Canal

Location	Linear Meter
Airside Closed Canal	690
Airside Closed Canal beside PTB	190
Landside Open Canal	164



Western Canal	1,252
Landside Closed Canals	579
New Admin VPA Drainage System	532
PTB New VPA Parking	150
<b>TOTAL Ln. Mtr.</b>	<b>3,557</b>

In addition, the contractor/service provider shall clear the clearing of gutters and downspouts of buildings. Equipment, tools, and materials appropriate for clearing and cleaning gutters and downspouts shall be utilized.

**Clearing of Gutters and Downspouts**

Location	Remarks
Passenger Terminal Building	Clearing/Cleaning of Gutters and Downspouts
Legal/Supply Office	Clearing/Cleaning of Gutters and Downspouts
Old Administration Building	Clearing/Cleaning of Gutters and Downspouts
New Administration Building/Storage Room	Clearing/Cleaning of Gutters and Downspouts
Waiting/Unloading Area	Clearing/Cleaning of Gutters and Downspouts
Staff House	Clearing/Cleaning of Gutters and Downspouts
New Radar Facility	Clearing/Cleaning of Gutters and Downspouts
Control Tower/Power Plant	Clearing/Cleaning of Gutters and Downspouts
Emergency Command Center	Clearing/Cleaning of Gutters and Downspouts
ARFF Facility	Clearing/Cleaning of Gutters and Downspouts
CSIS Building	Clearing/Cleaning of Gutters and Downspouts
Old and New Power House	Clearing/Cleaning of Gutters and Downspouts





**The scope of work shall be Implemented Twice within C.Y. 2025 (2<sup>nd</sup> quarter and 4<sup>th</sup> quarter).**

**B. Equipment, Tools and Consumables required to be used for the project:**

- a. 1 unit - Sludge Pump
- b. 1 unit - Boom Truck
- c. 1 unit - Dump Truck
- d. 2 units - Grass Cutter
- e. 1 unit - Payloader
- f. Telescopic Ladder

The Contractor shall provide the required number of equipment, tools and consumables to accomplish all necessary works provided in the contract. The contractor's equipment provided therein shall be used exclusively for the contracted services.

The use of other kind of equipment other than that stated thereof will not be permitted, unless otherwise approved by the authority. Any delay caused, by stoppage of work being authorized by the office concerned will not be taken against the contractor.

**C. Project Billboard**

In accordance with the COA Circular No. 2013-004 dated January 30, 2013. To promote good governance through transparency and accountability, infrastructure projects shall have a tarpaulin signboard, suitably framed for outdoor display at the project location, and shall be posted as soon as the award has been made. The design and format of the tarpaulin shall have the following specifications:

- a. white, 8ft by 8ft in size
- b. Resolution: 70 dpi
- c. Font: Helvetica
- d. Font Size: Main Information -3"; Sub-Information -1"
- e. Font Color: Black

In compliance with the Proclamation No.486, S.2024 project billboards shall bear the message, "This is Where Your Taxes Go", to be placed above or below the project billboards. The design and format of the tarpaulin shall have the following specifications:

- a. white, 8ft by 1ft in size
- b. Resolution: 70 dpi
- c. Font: Helvetica
- d. Font Size: Main Information -6"
- e. Font Color: Black







## CONSTRUCTION AND SAFETY HEALTH PROGRAM

### I. INTRODUCTION

The Construction Safety and Health Program outlines the mandatory policies, procedures, and standards necessary to ensure the safety, security, and well-being of all personnel engaged in the Declogging of Drainage Canal project at Laoag International Airport.

This program is intended to identify, control, and mitigate occupational hazards, ensure strict regulatory compliance, and maintain the highest standards of occupational health and safety in accordance with all applicable aviation and construction industry regulations. The contractor shall be required to implement and strictly adhere to the provisions set forth herein to maintain a safe and hazard-free working environment while minimizing disruptions to airport operations.

### II. TABLE OF CONTENTS

#### A. Safety Orientation and Seminar

To ensure compliance with occupational safety standards and aviation regulations, all contractor personnel shall be required to attend mandatory safety orientations and seminars. These programs are essential for mitigating workplace hazards, ensuring compliance with aviation safety protocols, and fostering a secure and efficient working environment.

The required orientations and seminars shall include, but are not limited to, the following:

- a. Security Awareness Seminar
- b. Airside Driving Seminar
- c. Pre-Construction Meeting

#### B. Communication and Transport

The contractor shall provide the necessary communication devices and service vehicles to facilitate effective communication and reliable transportation are essential for ensuring the smooth execution



of the project and maintaining operational safety within the airport premises.

- Handheld Radios – The contractor shall provide at least two (2) handheld radios to ensure effective coordination with the Laoag Control Tower, particularly when accessing restricted zones and the Airport airside areas where aircraft movements occur.
- Service Vehicles – The contractor shall make available, during the performance of the contract, at least (1) service vehicle with good condition, for use by the airport authority's representative/engineers for the purpose of inspection, monitoring, measuring, laboratory testing and other activities relative to the implementation of the project.

### C. Manpower Schedule

The Minimum manpower required during contract implementation shall be:

No. of Manpower	Technical Personnel	Relevant Experience / Certificates Required
1	Field Supervisor/Safety Officer	2years supervisory experience with safety training certificate
3	Equipment operator	-
1	Driver	-
6	Laborer	-

The contractor shall provide the necessary manpower to properly accomplish all necessary related works. The contractor shall designate a competent representative who shall be available at the area to oversee working operation being carried out and to receive instructions from the Airport officials. The contractor's authorized representative shall be responsible for the overall management and coordination of work to be performed as contract provisions and shall act as central point with the government agency. The contractor's authorized representative shall have full authority to act thereat in behalf of the contractor's name while in the premises.

#### i. Identification

1. The Contractor's personnel shall be recognizable while in airport premises. This will be accomplished by the used of uniforms and printed with the company's name of the contractor. All expenses for uniforms and badge





shall be borne by the contractor. All contractor's personnel shall always be in uniform.

#### D. Work Schedule

The Contractor shall perform the Declogging of Canals in compliance with the rules and policies of the airport.

The Contractor shall provide the necessary manpower, tools, equipment, materials and supplies to ensure timely accomplishment and delivery. Depending on the seasonal demand in cutting the bushes and grasses, the contractor can flexibly up-size or down size its manpower, equipment, materials, etc. with the ultimate objective of delivering satisfactory on time result and performance.

##### 2. Working Time

- Work is done regularly at daytime. Work operations is conducted within the period of 6:00 AM to 6:00 PM, with up to daily work duration of twelve (12) hours a day, six days a week including holiday. Also, the contractor/service provider shall have the option to submit a request to the CAAP-LIA Authorities for approval to conduct work during the nighttime hours, specifically between 10:00 PM and 6:00 AM, contingent upon the completion of all flight operations. Such request shall be subject to the CAAP-LIA Authorities' discretion and approval following review.
- Work operations shall be temporarily paused when deemed necessary, or when the operational area directly affects passenger flow and airport traffic during flight hours, ensuring minimal inconvenience while maintaining safety and efficiency.

##### 3. Work Method

- Work Methodology will be formulated by the contractor and CAAP-LIA authorities prior to implementation of the contract.
- Cut Bushes and grasses should be controlled or deposited to a designated area as indicated by the Agency.



## E. Guidelines

The contractor shall always establish a complete quality control program to adhere with the following requirements while carrying out his function and responsibilities during the implementation of the contract.

### i. Quality Assurance and Corresponding Penalties

The Contractor shall establish a system of quality control program to assure that the requirements of the contract are provided as specified. One copy of the contractor's quality control program shall be submitted to the Authority prior to start of the contracted services. An updated copy must be provided as changes occur. The program shall include but not limited to the following.

- An inspection system, covering all the services to be performed under the contract. This must specify areas to be inspected on either a scheduled or unscheduled basis or such personnel who will perform the inspection.
- A method for identifying deficiencies in the quality of services rendered, before the level of performance becomes unacceptable.
- Contractor shall provide the following uniform to all its employees:
  - A shirt with a contractor's logo/name with pants of any color or any equivalent uniform acceptable to CAAP-LIA
  - A penalty amounting to Fifty Pesos (P 50.00) per day per person shall be imposed on personnel who are not in prescribed uniform while on duty.

### ii. Safety and Security Measures

The Contractor shall adhere to all standards and recommended practices stipulated by the airport authority and shall, under no circumstances, violate standard rules and regulations.

- The Contractor and his employees shall always comply with the security and safety requirements imposed by the management while in the airport premises.





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- The Contractor is hereby instructed that aircraft operations and movements and the safety thereof, shall always take precedence over any operation.

In case of within the restricted area, a presence of authorized handheld radio operator is assigned and shall obtain clearance from the Control Tower from time to time for thorough safety.

- The Contractor shall, always keep paved surfaces such as runways, taxiways and hard stands free from hazardous materials.





REPUBLIC OF THE PHILIPPINES

**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

PREPARED:

**RENZ ALDRINE A. CORPUZ**  
Engineer

CHECKED/VERIFIED:

**JOE FFREY B. LAGADON**  
Engineer II, FIC-BGM

PROJECT TITLE:

**Declogging of Drainage Canal at Laoag  
International Airport**

LOCATION:

**BRGY. 36 ARANIW, LAOAG CITY**

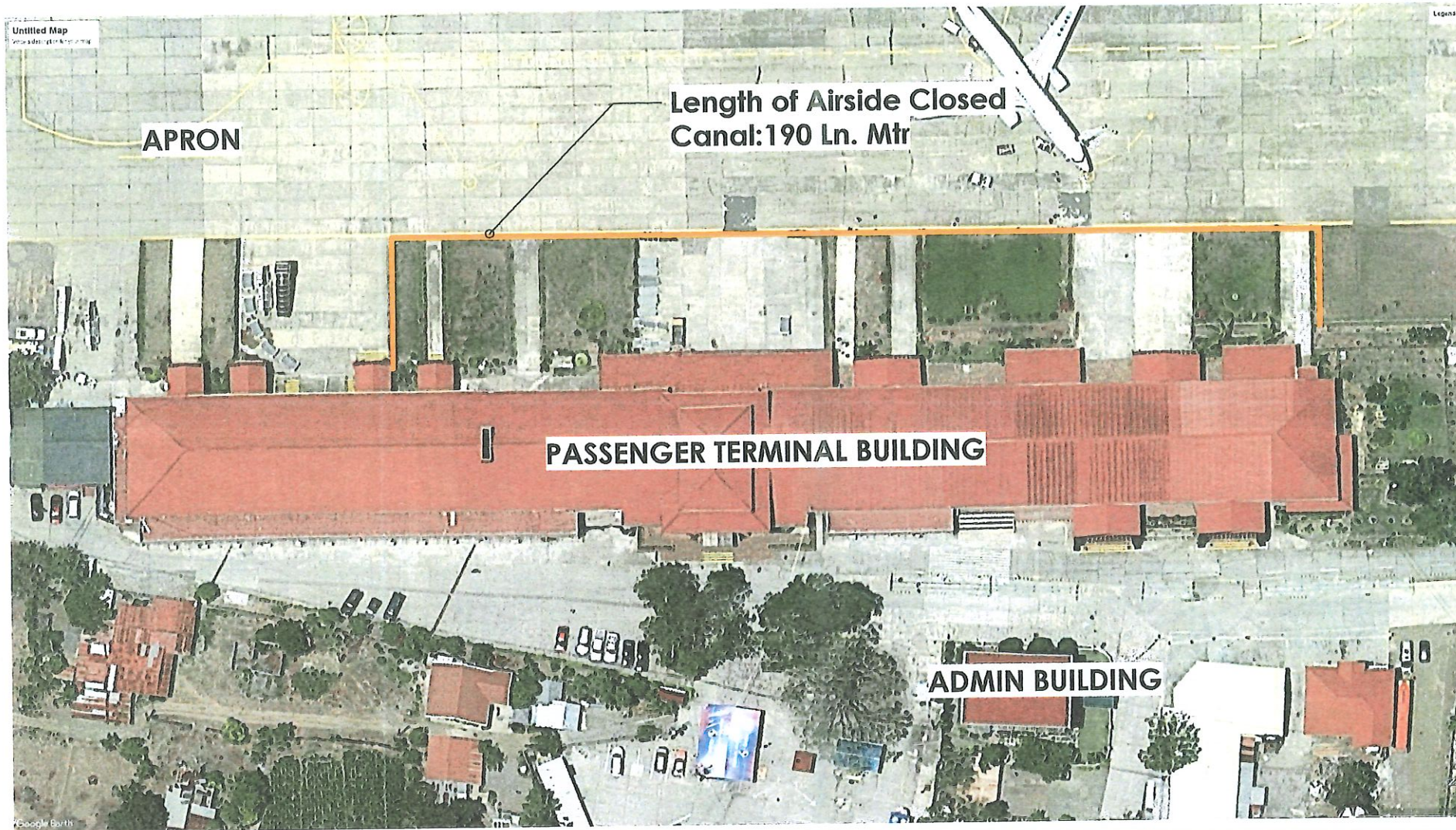
APPROVED:

**ROSITO G. TAMAYO JR.**  
AIRPORT MANAGER II  
LAOAG INTERNATIONAL AIRPORT

SCALE: 1 : 3500

**VICINITY MAP  
A101**





1 Airside Closed Canal  
1 : 700





1 OPEN DRAINAGE CANAL  
1 : 5500



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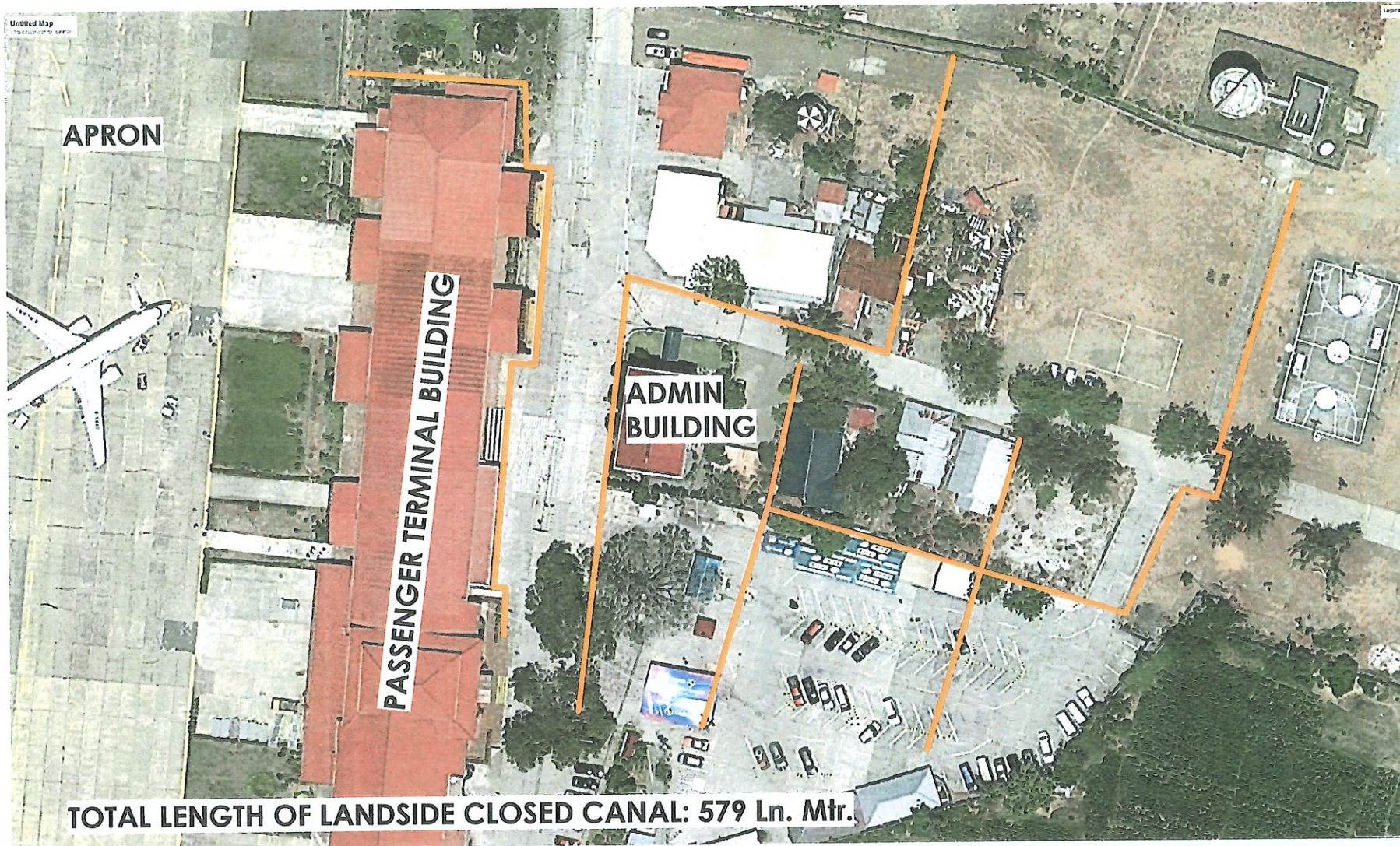
APPROVED:

ROSITO G. TAMAYO JR.  
AIRPORT MANAGER II  
LAOAG INTERNATIONAL AIRPORT

SCALE: 1 : 5500

Unnamed  
A106





1 Landside Area  
1 : 700



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PREPARED:

RENZ ALDRINE A. CORPUZ  
Engineer

CHECKED/VERIFIED:

JOEFFREY B. LAGADON  
Engineer II, FIC-BGM

PROJECT TITLE:

Declogging of Drainage Canal at Laoag  
International Airport

LOCATION:

BRGY. 36 ARANIW, LAOAG CITY

APPROVED:

ROSITO G. TAMAYO JR.  
AIRPORT MANAGER II  
LAOAG INTERNATIONAL AIRPORT

SCALE: 1 : 700

VICINITY MAP  
A104





**LAOAG INTERNATIONAL AIRPORT  
DRAINAGE SYSTEM AT VPA**  
421 LINEAR METERS



REPUBLIC OF THE PHILIPPINES  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

PREPARED: **RENZ ALDRINE A. CORPUZ**  
Engineer  
CHECKED/VERIFIED: **JOEFFREY B. LAGADON**  
Engineer II, FIC-BGM

PROJECT TITLE:  
**Declogging of Drainage Canal at Laoag  
International Airport**  
LOCATION:  
**BRGY. 36 ARANIW, LAOAG CITY**

APPROVED:   
**ROSITO G. TAMAYO JR.**  
AIRPORT MANAGER II  
LAOAG INTERNATIONAL AIRPORT

SCALE:  
**Unnamed  
A107**





**LAOAG INTERNATIONAL AIRPORT  
OUTFALL OF DRAINAGE SYSTEM AT VPA  
111 LINEAR METERS**