



REQUEST FOR QUOTATION  
NO.: RFQ-2025-027

Date: April 23, 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 28, 2025 @ 9:00 AM** for:

Name of the Project : **REPAINTING OF MURALS FOR BAGUIO AIRPORT**  
Location : **BAGUIO AIRPORT, LOAKAN, BAGUIO CITY, BENGUET**  
Terms of Reference :

Sealed quotations must be submitted either personally to Ms. Josephine R. Flores, Head, Secretariat of the Bids and Awards Committee of CAAP Area I (BAC Area I) 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*						REMARKS
		PRICE				Compliance w/ Technical Specifications		
		QTY	UNIT	Unit Price	Total Price	Yes	No	
1. Supply of materials, equipment and labor for the project titled: "Repainting of Murals for Baguio Airport".	₱70,988.54	1	lot					





Works to be done: 1. Painting Works 2. Other 3. Project Billboard  Number of days to complete: Fifteen (15) Calendar Days	General							
TOTAL ABC	₱70,988.54							
GRAND TOTAL:								

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. PAINTING WORKS

/ Quantity: 154 sq.m

A. DIRECT COST

a. MATERIALS		QUANTITY		UNIT COST		AMOUNT
1	Acrylic Latex Paint Semi-Gloss (Black)	4	pail		/pail	
2	Acrylic Latex Paint Semi-Gloss (Gold)	4	pail		/pail	
3	Assorted Paint Brush	4	pc		/pc	
MATERIAL COST						

b. EQUIPMENT		QUANTITY		UNIT COST		AMOUNT
1					/	-
EQUIPMENT COST						-

c.		no. of manpower	LABOR	NO. OF DAYS		UNIT COST		AMOUNT
1		1	Foreman	9	day		/day	
2		2	Skilled Laborer	9	day		/day	
3		2	Common Laborer	9	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)	5%		
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TOTAL INDIRECT COST

C. TOTAL COST

a.	DIRECT COST + INDIRECT COST	
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TOTAL UNIT COST





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)	5	pc.		/pc.	
EQUIPMENT COST							

c.	no. of manpower	LABOR		NO. OF DAYS		UNIT COST		AMOUNT
	1	1	Safety Officer	3	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)	5%		
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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)	5%		
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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 Repainting of Murals for Baguio Airport. The project is being funded this FY 2025 as it aims to maintain the image and overall aesthetic of the mural located at the Vehicular Parking Area at Baguio Airport.

The repainting of murals helps keeps the aesthetic as well as giving respect to its artist/s. Therefore, the Authority is bound to hire the services of a private contractor/supplier to undertake the project due to the need for specialized expertise, ensuring its quality. 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. Painting Works – the contractor / service provider shall perform the repainting of the murals. This includes surface preparation (cleaning the surface) to ensure proper adhesion. After the surface is prepared, two coats of paint shall be applied to achieve an even, and long-lasting finish.

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

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

**THIS IS WHERE YOUR TAXES GO**

Republic of the Philippines  
Department of Transportation  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
Mia Road, Pasay City, Metro Manila 1300

**PROJECT NAME:** IMPROVEMENT/ EXPANSION OF PASSENGER TERMINAL BUILDING  
**COST:** PHP. 138, 370,742.45  
**FUND SOURCE/S:** DOT/CAA 2022, 2023

**LOCATION:** LADAG INTERNATIONAL AIRPORT  
**IMPLEMENTING AGENCY/IES:** CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
**DEVELOPMENT PARTNER/S:**  
**CONTRACTOR/ SUPPLIER:** ST. MATTHEW GENERAL CONTRACTOR & DEVELOPMENT CORPORATION / JLP CONSTRUCTION AND SUPPLY (JV)  
**BRIEF DESCRIPTION OF PROJECT:** BUILDING CONSTRUCTION /IMPROVEMENT/REHABILITATION / REPAIR

**PROJECT DETAILS:**

Duration	Project Start		Project Status				Remarks
	Expected	Target Date of Completion	Percentage of Completion	No. of Items	Cost Incurred to Date	Cost Completed	
480 C.D	MARCH 8, 2024	JUNE 30 2025					

FOR PARTICULARS OR COMPLAINTS ABOUT THIS PROJECT, PLEASE CONTACT THE REGIONAL OFFICE OR CLUSTER WHICH HAS JURISDICTION ON THIS PROJECT.  
COA Regional Office No. Cluster: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_ Or Text COA Citizen's Desk at 0915-5391357

(1) Sample Tarpaulin Format





#### **D. Period of Implementation**

The contract shall be implemented for a total of Ten (10) Calendar days for Baguio Airport FY2025. Provided that the contractor will only proceed upon written notice from the duly authorized representative of the Authority to commence with the project, which notice must not be less than seven (7) days from the start date.



## 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 Repainting of Murals for Baguio 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 Safety Awareness 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
2	Skilled Laborer	-
2	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 badges



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 operation 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 concerned CAAP Authorities for approval to conduct work during the nighttime hours, specifically when the operational area is within the aircraft movement, and provided that there are no ongoing flight operations. Such request shall be subject to the concerned CAAP 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.



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

- 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 safely.

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