



21 May, 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 Elevator And Escalator Units 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 29 May 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 within the last three (3) years which must be related to periodic maintenance inspection of passenger elevator and escalator units with attached supporting documents;
4. Proof/permit showing that its primary business is on Operation and Maintenance of Elevators and Escalators with at least three (3) years of experience; and
5. Name/credentials of proposed one (1) Electrical/Mechanical Engineer and two (2) Service Technician;

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.)

- 6.2. Latest Income & Business Tax Returns

[maybe submitted together with the quotation or before issuance of Notice of Award]:

6.2.1 Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal duly stamped received by the BIR; and



6.2.2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Bids filed through the Electronic Filing & Payment System (EFPS).

Quotations not accompanied by current Mayor's/Business Permit; Phil-GEPS Registration Number; List of completed similar contracts; Proof/permit showing that its primary business is on Operation and Maintenance of Elevators and Escalators with at least three (3) years of experience and Name/credentials of proposed personnel, shall be automatically disqualified.

SCOPE OF WORK

REPAIR AND MAINTENANCE OF ELEVATOR UNITS (4 Passenger Elevator at PTB, 1 Service Elevator at ATC)

1. Supply, delivery and installation of the following:
 - a. Replacement of busted Car Light for ATC Elevator
 - b. Replacement of corroded Limit Switches for ATC Elevator
 - c. Installation of additional Car Fan for ATC Elevator
 - d. Replacement of defective ARD for ATC Elevator
 - e. Replacement of UPS for four unit Elevator at PTB
 - f. Repair and replacement of Elevator Door Detector for PTB Elevator (Immigrations Area)
2. Testing and commissioning of all parts and components installed.
3. Any additional defect findings apart from scope will be given separate repair proposal
4. Inclusive of one (1) year parts and service warranty.

PLEASE ACCOMPLISH THE FOLLOWING ATTACHED FORMS:

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

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")

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

(Contractor's Logo On Main Page)

BID PROPOSAL

Maintenance Repair and Improvement of Elevator and Escalator Units

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) 5% X [(5) + (9)]	(11) (9) + (10)	(12) (5) + (11)	(13) (12)/(3)
1.00	REPAIR AND MAINTENANCE OF ELEVATOR	1.00	lot									
TOTAL AMOUNT												

Bill Of Quantities (Annex "B")





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BILL OF QUANTITIES

Project: Maintenance Repair And Improvement Of Elevator And Escalator Units At Bicol International Airport

Location : Bicol International Airport, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1	REPAIR AND MAINTENANCE OF ELEVATORS				
	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:

Detailed Estimate Form (Annex "C")

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

Smart: 0929 461 2407 | Globe: 0945 341 6603 Tel: (052) 742-3321 | bia@caa.gov.ph



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NAME OF PROJECT :		Maintenance Repair and Improvement of Elevator and Escalator Units			
LOCATION :		Bicol International Airport, Daraga, Albay			
SUBJECT :		Bill of Quantities			

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.00	REPAIR AND MAINTENANCE ELEVATOR				
A	Materials Supply, Delivery and Installation				
	Car Light 220-240V, 3.5W 266065 - LED Down Light	6.00	Unit		
	Limit Switches (S3-B1370) (AC - 15/220V/2A) (DC-13-110V/0.3A)	8.00	Unit		
	Car Fan (FB-9B) (220V, 25W)	1.00	Unit		
	ARD MCTC-ARD-C-2007-S 220V, 20.5A	1.00	Unit		
	UPS HP9101S-LCD 1KVA / 0.8Kw Input: 220V,50/60hz, 4.3 A. 1Φ Output: 220V,50/60hz, 4.5 A. 1Φ	4.00	Unit		
	Elevator Door Detector DDA23901 With extension cable 2m	1.00	Unit		
	Scope: 1. Dismantling of existing parts and components 2. Installation of replacement parts 3. Testing and commissioning of all components installed 4. Inclusive of 1 year warranty for parts and services				
				Material Cost	
		QTY	UNIT	RATE	AMOUNT
B	Labor Cost Note: Mobilization & demobilization, technical supervision, labor works, equipment & scaffold rentals, minor consummables, provision of special tools and equipment are all included in the material cost. Please see scope of work.	-	-	-	-
				Labor Cost	-
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT RENTAL COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1.	OCM	5.0%	of Estimated Direct Cost		
2.	CONTRACTOR'S PROFIT	0.0%	of Estimated Direct Cost		
E.	TOTAL OCM & PROFIT	5.0%	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 29 May 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 Elevator And Escalator Units At Bicol International Airport**.

TERMS OF REFERENCE

Name of Project	Maintenance Repair And Improvement Of Elevator And Escalator Units At Bicol International Airport
Approved Budget	Nine Hundred Four Thousand Fifty Pesos (PHP 904,050.00)
Number of Days to Complete	Sixty (60) Calendar Days
Location/s	Bicol International Airport, Daraga, Albay
Contractor's Obligation	<ol style="list-style-type: none">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 Sixty (60) Calendar Days.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,


EPIFANIO O. PRINIA, JR.

Chairperson, Canvass and Contract Committee

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

Smart: 0929 461 2407 | Globe: 0945 341 6603 Tel: (052) 742-3321 | caa_bicol@caa.gov.ph



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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 Elevator And Escalator Units At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser

