



19 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 **Repair And Maintenance Of Airconditioning System For 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 27 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 five (5) years which must be related to repair of HVAC (Heating, Ventilation & Air-Conditioning System) or any chiller & air handling repair works with attached supporting documents;
4. List of Contractor's Equipment, including proof of ownership or certification of availability of Gauge Manifold, Recovery Tanks, Multimeter, Basic Tools and Special Tools, from the lessor/vendor for the duration of the project, as the case may be; and
5. Name/credentials of proposed one (1) Mechanical/Electrical Engineer, two (2) Service Technician 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.)

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; List of Contractor's Equipment and Name/credentials of proposed personnel, shall be automatically disqualified.

SCOPE OF WORK

REPAIR AND MAINTENANCE OF CHILLER NO. 1 MODULE 1

1. Conduct system discharge. Provide recovery tanks as required by DENR.
2. Over all re-tightening of assembly, including all bolts and flanges and replacement of gaskets as necessary.
3. Conduct Leak Test and Repair.
4. Replacement and charging of compressor oil.
5. Conduct system flushing.
6. System Reprocess and Refrigerant Charging
7. Technical Analysis, System Reset and Troubleshooting.
9. Mechanical and Electrical adjustments as needed and testing of all units.
10. Testing and Commissioning.
11. Submission of proper documentation and comprehensive service report.

REPAIR AND MAINTENANCE OF CHILLER NO. 2 MODULE 1

1. Conduct system discharge. Provide recovery tanks as required by DENR.
2. Conduct Leak Test and Repair.
3. Replacement and charging of compressor oil.
4. Conduct system flushing.
5. System Reprocess and Refrigerant Charging
6. Technical Analysis, System Reset, Troubleshooting and removal of Error Code.
7. Mechanical and Electrical adjustments as needed and testing of all units.
8. Testing and Commissioning.
9. Submission of proper documentation and comprehensive service report.
10. Submission of proper documentation and comprehensive service report.

Note: Any defect findings and faulty parts for replacement apart from the initial repair works will be given separate proposal or quotation.





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.

(Contractor's Logo On Main Page)

BID PROPOSAL
Repair and Maintenance of Airconditioning System for BIA
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 CHILLER	1.00	lot									
TOTAL AMOUNT												

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

Bid Proposal (Annex "A")



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Bill Of Quantities (Annex "B")

(Contractor's Logo On Main Page)

BILL OF QUANTITIES

Project: Repair And Maintenance Of Airconditioning System For Bicol International Airport

Location : Bicol International Airport, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1	REPAIR AND MAINTENANCE OF CHILLER				
	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	: Repair and Maintenance of Airconditioning System for BIA				
LOCATION	: Bicol International Airport, Daraga, Albay				
SUBJECT	: Bill of Quantities				

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.00	REPAIR AND MAINTENANCE OF TWO CHILLER MODULES				
A	Materials				
	Nitrogen Tank (50kg)	6.00	Tanks		
	Oxygen Tank (65kg)	1.00	Tank		
	Acetylene Tank (40Kg)	1.00	Tank		
	R134A (13Kg) Aircon Refrigerant	28.00	Tanks		
	Polyol Ester Compressor Oil RH170L (18.9 Liter Can) Refrigeration Compressor Lubricant (Solest 170)	46.00	Liters		
	R141B (34kg) Aircon cleaning/flushing solution	1.00	Drum		
	Filter Drier/Filtering Core Emerson 17-A-016S	6.00	Pcs		
				Material Cost	
B	Labor Cost				
		QTY	UNIT	RATE	AMOUNT
	Leak Test and Flushing of Two (2) Chiller Module (Chiller 1 Module 1, Chiller 2 Module 1)	1.00	Lot		
	Replacement of Filter Driers for the Two (2) Chiller Module (Chiller 1 Module 1, Chiller 2 Module 1)	1.00	Lot		
	Change Oil of Two (2) Chiller Modules (Chiller 1 Module 1, Chiller 2 Module 1)	1.00	Lot		
	System Reprocess of Two (2) Chiller Modules (Chiller 1 Module 1, Chiller 2 Module 1)	1.00	Lot		
	Repair of System Error, Testing and Commisioning (Chiller 1 Module 1, Chiller 2 Module 1)	1.00	Lot		
	Note: Mobilization & demobilization, technical supervision, labor works, equipment rentals, minor parts and consummables, provision of special tools and equipment are all considered in the 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: _____

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

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



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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 27 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 **Repair And Maintenance Of Airconditioning System For Bicol International Airport**.

TERMS OF REFERENCE

Name of Project	Repair And Maintenance Of Airconditioning System For Bicol International Airport
Approved Budget	One Million Nine Hundred Thirty-Six Thousand Nine Hundred Forty-Seven Pesos and 38/100 (PHP 1,936,947.38)
Number of Days to Complete	Thirty (30) Calendar Days
Location/s	Bicol International Airport, 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 Thirty (30) 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,


EUFANIO 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 | bicairport@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 **Repair And Maintenance Of Airconditioning System For Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser