



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 **Repair And Maintenance Of PTB Glass Wall Panels 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 installation of glass wall tint with attached supporting documents; and
4. Brochures/pictures/Sample of glass film/tint.
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 Brochures/pictures/Sample of glass film/tint, shall be automatically disqualified.

SCOPE OF WORK

Supply, Delivery and Installation of Glass Tint along Airside Deck 2F PTB

1. Provide glass film/tint sample for approval.
2. Supply, delivery and installation of all glass tint based on approved areas for installation.
3. Ensure all necessary preparations and clean glass thoroughly prior to installation.
4. Provision of minor tools and equipment necessary for the installation.



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 PTB Glass Wall Panels

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	ARCHITECTURAL WORKS	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 PTB Glass Wall Panels At Bicol International Airport

Location : Bicol International Airport, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1	ARCHITECTURAL WORKS				
	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 PTB Glass Wall Panels LOCATION : Bicol International Airport, Daraga, Albay SUBJECT : Bill of Quantities					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.0	ARCHITECTURAL WORKS				
1.1	Glass Wall Tint Installation				
A	Material Cost Installation of new glass window film/tint along glass wall at Airside Deck 2F Passenger Terminal Building Sun Control Window Film w/ Solar Heat, 3M Brand or equivalent	259.00	li.ft	Material Cost....	
B	Labor Cost Foreman Skilled Worker Common Laborer	QUANTITY 1.00 2.00 1.00	DUR.(DAYS) 5.00 5.00 5.00	RATE/DAY Labor Cost....	AMOUNT
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	10.0%	of Estimated Direct Cost			
E. TOTAL OCM & PROFIT	15.0%	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 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 **Repair And Maintenance Of PTB Glass Wall Panels At Bicol International Airport**.

TERMS OF REFERENCE

Name of Project	Repair And Maintenance Of PTB Glass Wall Panels At Bicol International Airport
Approved Budget	Two Hundred Ninety-Six Thousand Two Hundred Sixty Pesos and 13/100 (PHP 296,260.13)
Number of Days to Complete	Twenty (20) 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 Twenty (20) 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,


EPIEANIO 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 | bta-airport@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 PTB Glass Wall Panels At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser