



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 **Semi-Annual Preventive Maintenance Service Of Baggage Handling System 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 five (5) years which must be related to installation or repair of any conveyor system with attached supporting documents;
4. Name/credentials of proposed two (2) Technical Personnel and one (1) Helper;
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 Name/credentials of proposed personnel, shall be automatically disqualified.**

### **SCOPE OF WORK**

SEMI-ANNUAL PREVENTIVE MAINTENANCE SERVICES OF THE FOLLOWING COMPONENTS:

A. Weighing and Dispatch Conveyor - 16 units

1. Calibration of Scale.





2. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim, deckplates.
3. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
4. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
5. Application of grease and lubricants and oil change/topup if necessary.
6. Belt tensioning and mechanical adjustments as needed.
7. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
8. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

**B. Collecting Conveyors - 2 units**

1. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim and deckplates.
2. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
4. Application of grease and lubricants and oil change/topup if necessary.
5. Belt tensioning and mechanical adjustments as needed.
6. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
7. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

**C. Power Curve Conveyors - 4 units.**

1. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim and deckplates.
2. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
4. Application of grease and lubricants and oil change/topup if necessary.
5. Belt tensioning and mechanical adjustments as needed.
6. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
7. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

**D. Transport Conveyors - 4 units.**

1. Inspection of belts, side skirts, inner and outer sideguards, inner and outer trim and deckplates.
2. Checking of drive gears, chains, pulleys, motors, chain wheel bearings, rollers, tensioning devices.
3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
4. Application of grease and lubricants and oil change/topup if necessary.
5. Belt tensioning and mechanical adjustments as needed.
6. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
7. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

**E. T-type Baggage Claim Carousel Conveyors - 2 units**

1. Inspection of rubber sheets, guide rails, side skirts, carriages, rubber slats and photo sensors
2. Checking of drive gears, carrier chains, pulleys, motors, chain wheel bearings, rollers, guide wheels and load wheels
3. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals



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4. Checking of roll up doors and sensors.
5. Application of grease and lubricants and oil change/topup if necessary.
6. Mechanical adjustments as needed.
7. Cleaning of unit and components, including all stainless side guard panels and repainting as necessary.
8. Functional check of push start and stop buttons and Emergency stop buttons and test run of unit on automatic and manual mode.

**F. Control Panels - 5 units**

1. Checking of electrical controls, conducts retightening and application of contact cleaners on electrical terminals
2. Conduct functional test of all VFDs and PLCs, and IR test on all motor connection.
3. Checking of push buttons, switches and light indicators.
4. Cleaning of components. Repainting of panel as necessary.
5. Re-tagging of wiring connection as needed.

**G. Gravity Rollers - 2 units**

1. Physical check of components.
2. Application of grease and lubricants.
3. Cleaning and de-rusting of unit. Repainting as necessary.

**H. Other Scopes**

1. Calibration of Settings and Parameters as needed.
2. Testing of all units.
3. Refresher training for operations and maintenance of Baggage Handling System.
4. Submission Inspection Checklist and Comprehensive Service Report and Recommendations.
5. Inclusive of technical Service Assistance via phone call and/or viber.

Note: Any Defect findings that cannot be simply rectified will be given a separate proposal/quotation for repair.

**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**  
**Semi-Annual Preventive Maintenance Service of Baggage Handling System**  
**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	PMS OF CONVEYOR SYSTEM	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:** Semi-Annual Preventive Maintenance Service Of Baggage Handling System At  
Bicol International Airport

Location : Bicol International Airport, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
1	PMS OF CONVEYOR SYSTEM				
	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)

<b>NAME OF PROJECT :</b> Semi-Annual Preventive Maintenance Service of Baggage Handling System <b>LOCATION :</b> Bicol International Airport, Daraga, Albay <b>SUBJECT :</b> Bill of Quantities					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>A</b>	<b>SEMI ANNUAL PREVENTIVE MAINTENANCE SERVICE</b>				
	<b>Materials</b>				
	High-Temp Lithium Complex Grease EP3 500g	4.00	Can		
	Round Rags	2.00	Kg		
	Steel Brush	4.00	Pcs		
	WD40 Multipurpose Lubricant/Cleaner 380mL	4.00	Cans		
	Metal Polish 150mL	4.00	Cans		
	Paint Brush 3"	3.00	Pcs		
	Sand Paper 100	30.00	Pcs		
	Rust Converter	2.00	Liter		
Rust-oleum Primer Spray 340g Flat Gray	3.00	Cans			
<b>Material Cost.....</b>					
<b>B</b>	<b>Labor Cost</b>				
		<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	Supply of Services for Two (2) Times PMS of Baggage Handling System at Bicol International Airport	1.00	Lot		
Scopes: Comprehensive Check-up and Cleaning of the following: 1. 16-Units Weighing & Dispatch Conveyors 2. 2-Units Collecting Conveyors 3. 4-Units Power Curve Conveyors 4. 4-Units Transport Conveyors 5. 2-Units T-type Baggage Claim Carousel Conveyors 6. 5-Units control Panels. 7. 2-Unit Gravity Rollers  Submission of Inspection comprehensive Service Report, Findings and Recommendations and Preventive Maintenance Service Proposal and Repair work quotation (if any).  Note: Includes technical and professional services, labor works, minor parts and consumables, mobilization, provision of special tools and equipment. Please see scope of work.					
<b>Labor Cost.....</b>					
<b>A TOTAL MATERIAL COST</b>					
<b>B TOTAL LABOR COST</b>					
<b>C TOTAL EQUIPMENT RENTAL COST</b>					
<b>D TOTAL DIRECT COST</b>					
<b>INDIRECT COSTS</b>					
<b>1. OCM</b>		0.0%	of Estimated Direct Cost		
<b>2. CONTRACTOR'S PROFIT</b>		0.0%	of Estimated Direct Cost		
<b>E. TOTAL OCM &amp; PROFIT</b>		0.0%	of D		
<b>F. VALUE ADDED TAX, (VAT)</b>		5.0%	of (D + E)		
<b>G. SUB-TOTAL ESTIMATED INDIRECT COST ( F + E ), P</b>					
<b>H. SUB-TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit</b>					
<b>SUB-TOTAL ESTIMATED COST ( D + G ), P</b>					
<b>SUB-TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit</b>					

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 **Semi-Annual Preventive Maintenance Service Of Baggage Handling System At Bicol International Airport**.

**TERMS OF REFERENCE**

Name of Project	Semi-Annual Preventive Maintenance Service Of Baggage Handling System At Bicol International Airport
Approved Budget	Three Hundred Eighty-Nine Thousand One Hundred Thirty Pesos (PHP 389,130.00)
Number of Days to Complete	Semi-Annual PM Services: 1st PMS - 7 Calendar Days; 2nd PMS - 7 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 <b>Semi-Annual PM Services: 1st PMS - 7 Calendar Days; 2nd PMS - 7 Calendar Days</b> .
	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.






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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.
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Very truly yours,

  
**EPIFANIO O. PRINIA, JR.**

Chairperson, Canvass and Contract Committee







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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

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the project **Semi-Annual Preventive Maintenance Service Of Baggage Handling System At Bicol International Airport** to the above-named dealer/supplier in accordance with the existing regulations.

**LINDA MARIE D. OGENA**

Canvasser