



05 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 Chillers And Chilled Water Pumps At Bicol International Airport - 2nd SVP** 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 09 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 preventive maintenance of air-cooled chiller and chilled water pumps with attached supporting documents;
4. Name/credentials of proposed one (1) Mechanical/Electrical Engineer, one (1) Technical Personnel and Two (2) Helper;
5. Proof/permit showing that its primary business is on Operation and Maintenance of air-cooled chiller and chilled water pumps with at least three (3) years of experience; and
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.)***



**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 air-cooled chiller and chilled water pumps with at least three (3) years of experience; and Name/credentials of proposed personnel, shall be automatically disqualified.**

### **SCOPE OF WORK**

#### **SEMI-ANNUAL PREVENTIVE MAINTENANCE SERVICES**

**1. Technical Evaluation of three (3) Aircooled Chillers and six (6) chilled water pumps**

Physical and functional checks on the following:

- a. Checking of all module conditions including refrigerant pressure, oil pressure, and chilled water
- b. Checking of all electrical connections, wiring, relays, circuit breakers, contactors and control par
- c. Checking of all Sensors (Pressure sensors, flow switch sensors, heaters, etc)
- d. Checking of all Instrument and Gauges (Pressure gauges, thermometers, auto air vents)
- e. Checking of all Compressor, oil separator, fans, radiator fins, heat exchangers, piping system and

**2. Mechanical and Electrical Adjustments, including the following:**

- a. Re-tightening of bolts
- b. Re-tightening of contact points
- c. Application of grease and lubricants as necessary.

**3. General cleaning of all units, including de-rusting, minor repainting, re-insulation as necessary.**

**4. Calibration of Settings and Parameters as needed.**

**5. Testing of all units.**

**6. Submission Inspection Checklist and Comprehensive Service Report and Recommendations.**

**7. 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")

### **NOTE:**

**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)

**APPROVED BUDGET FOR THE CONTRACT**

**Semi-Annual Preventive Maintenance Service of Chillers and Chilled Water Pumps - 2nd SVP**

**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 CHILLER UNITS AND CHILLER PUMPS	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 Chillers And Chilled Water  
Pumps At Bicol International Airport - 2nd SVP

**Location :** Bicol International Airport

Item No	Description	Qty	Unit	Unit Price	Amount
1	PMS OF CHILLER UNITS AND CHILLER PUMPS				
	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>	<b>: Semi-Annual Preventive Maintenance Service of Chillers and Chilled Water</b>	
<b>LOCATION</b>	<b>: Bicol International Airport, Daraga, Albay</b>	<b>- 2nd SVP</b>
<b>SUBJECT</b>	<b>: Bill of Quantities</b>	

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>A</b>	<b>PREVENTIVE MAINTENANCE SERVICE</b>				
	<b>Materials</b> <i>Note: Consumables and other minor materials required in the services are already included in the services.</i>				
				<b>Material Cost.....</b>	<b>-</b>
<b>B</b>	<b>Labor Cost</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
	Supply of Services for Semi-Annual Preventive Maintenance of Three (3) Air-cooled Chiller Unit and Six (6) Chilled Water Pumps Scopes: 1. Technical Evaluation of Aircooled Chillers and chilled water pumps. Physical and functional checks on the following: a. Electro-Mechanical Components b. Electrical and Control System and components c. Sensors and safety switches/protectations d. Instruments and gauges e. Piping System 2. Mechanical and Electrical Adjustments. 3. Calibration of Settings and Parameters as needed. 4. General cleaning of all Units, 5. Testing of all units. 6. Submission Inspection Checklist and Comprehensive Service Report and Recommendations. <i>Note:</i> <i>Includes technical and professional services, labor works, minor parts and consumables, mobilization, provision of special tools and equipment.</i> <i>Please see scope of work.</i>	1.00	Lot		
				<b>Labor Cost.....</b>	

<b>A</b>	<b>TOTAL MATERIAL COST</b>	
<b>B</b>	<b>TOTAL LABOR COST</b>	
<b>C</b>	<b>TOTAL EQUIPMENT RENTAL COST</b>	
<b>D</b>	<b>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: \_\_\_\_\_



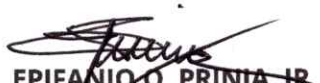
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Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded. Quotations will be opened in the presence of 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 09 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 Chillers And Chilled Water Pumps At Bicol International Airport - 2nd SVP**.

**TERMS OF REFERENCE**

Name of Project	Semi-Annual Preventive Maintenance Service Of Chillers And Chilled Water Pumps At Bicol International Airport - 2nd SVP
Approved Budget	Two Hundred Nineteen Thousand Four Hundred Fifty Pesos (Php. 219,450.00)
Number of Days to Complete	Semi-Annual PM Services; 1st PMS - 7 Calendar Days, 2nd PMS - 7 Calendar Days
Location/s	Bicol International Airport
Contractor's Obligation	<ol style="list-style-type: none"><li>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.</li><li>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>.</li><li>3. The Contractor shall be responsible for the safety of all activities on the Site.</li><li>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.</li></ol>
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 | [bicairport@caa.gov.ph](mailto: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

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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 Chillers And Chilled Water Pumps At Bicol International Airport - 2nd SVP** to the above-named dealer/supplier in accordance with the existing regulations.

**LINDA MARIE D. OGENA**

Canvasser

