



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**REQUEST FOR QUOTATION**

Date: **June 9, 2025**

RFQ No.:

**AREA6-IIA-SVP-2025-030**

**Name of Company** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**TIN No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

Sir/Madam:

Please quote your **best offer** for the item/s described herein addressed to:

**(Sgd.) JOEL C. GERVERO**

*Chairperson, Bids and Awards Committee*

Civil Aviation Authority of the Philippines

Iloilo International Airport, Cabatuan, Iloilo

Email: bac\_area6@caap.gov.ph

Telephone No.: (033)-3211950; (033)-3299500 loc. 3266

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative in **sealed envelope** included herein, **not later than June 13, 2025 @ 8:30 AM** for:

|                             |  |
|-----------------------------|--|
| <b>Name of the Project:</b> | <b>Preventive Maintenance of Various Dry Type Transformer of Power Plant at Iloilo International Airport</b> |
| <b>Location:</b>            | <b>Iloilo International Airport</b>  |

The following documents are also required to be submitted along with your quotation on the specified deadline above:

- a) Mayor's Permit (Certified True Copy)
- b) PhilGEPS Certificate of Registration (Certified True Copy)
- c) Income/Business Tax Return (Certified True Copy)
- d) Original Notarized Omnibus Sworn Statement
- e) Original Notarized Secretary's Certificate for Corporation & Cooperative
- f) Original Special Power of Attorney (SPA) for Sole Proprietorship (if applicable)





For any clarification, you may contact us at telephone no. or email address provided.

**(Sgd.) CARLO A. ALUTAYA**  
*Head, Bids and Awards Committee*  
*Secretariat*

**(Sgd.) JIMS BERNARD DE LA CUESTA**  
*Assistant, Bids and Awards Committee*  
*Secretariat*

### **TERMS AND CONDITIONS:**

- 1) Bidders must provide correct and accurate information required in this form.
- 2) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
- 3) Only authorized representative shall be allowed to sign the Request for Quotation in behalf of the owner/ corporation.
- 4) Bidders must quote for all the items. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.
- 5) Price quotation/s must be valid for a period of **Thirty (30) calendar days** from the date of submission.
- 6) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 7) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 8) Award of contract shall be made to the **lowest quotation** (for goods and infrastructure) which complies with the minimum technical specifications, requirements and other terms and conditions stated herein.
- 9) The item/s shall be delivered within **Thirty One (31)** Calendar days from receipt of Purchase Order.
- 10) The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of





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liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| ITEM DESCRIPTION |  | Quantity (QTY) |     | Approved Budget of the Contract | OFFER |            |             |   |   |    |         |
|------------------|--|----------------|-----|---------------------------------|-------|------------|-------------|---|---|----|---------|
|                  |  |                |     |                                 | PRICE |            |             | BRAND indicate brand or generic (mandatory) | Compliance with Technical Specifications (Please Check) |    | Remarks |
|                  |  |                |     | Php 720,100.00                  | QTY   | Unit Price | Total Price |   | Yes   | No |         |
| 1.0              | Preventive Maintenance (Annual) For Dry Type Resin Transformer 1600KVA | 1              | lot |                                 |       |            |             |   |   |    |         |
| 2.0              | Preventive Maintenance (Annual) For Dry Type Resin Transformer 50KVA   | 1              | lot |                                 |       |            |             |   |   |    |         |
| 3.0              | Preventive Maintenance (Annual) For Dry Type Resin Transformer 400KVA  | 1              | lot |                                 |       |            |             |   |   |    |         |
| 4.0              | Preventive Maintenance   | 1              | lot |                                 |       |            |             |   |   |    |         |





|     |  |   |     |  |  |  |  |  |  |  |  |
|-----|--|---|-----|--|--|--|--|--|--|--|--|
|     | (Annual) For<br>Dry Type Resin<br>Transformer<br>75KVA                               |   |     |  |  |  |  |  |  |  |  |
| 5.0 | Preventive<br>Maintenance<br>(Annual) For<br>Dry Type Resin<br>Transformer<br>150KVA | 1 | lot |  |  |  |  |  |  |  |  |
| 6.0 | Preventive<br>Maintenance<br>(Annual) For<br>Dry Type Resin<br>Transformer<br>200KVA | 1 | lot |  |  |  |  |  |  |  |  |
|     | Impact wrench<br>Portable/Cordl<br>ess 40V 5AH<br>WITH CHARGER                       | 1 | SET |  |  |  |  |  |  |  |  |
|     | Hand Drill<br>Portable/Cordl<br>ess  | 1 | SET |  |  |  |  |  |  |  |  |
|     | Socket Wrench<br>Set 6-24mm  | 2 | PC  |  |  |  |  |  |  |  |  |
|     | Electrician<br>plier   | 3 | pc  |  |  |  |  |  |  |  |  |
|     | long nose plier  | 2 | pc  |  |  |  |  |  |  |  |  |
|     | side cutter<br>plier   | 2 | pc  |  |  |  |  |  |  |  |  |





|  |   |          |            |  |  |  |  |  |  |  |  |
|--|---|----------|------------|--|--|--|--|--|--|--|--|
|  | <b>screw driver</b>   | <b>3</b> | <b>set</b> |  |  |  |  |  |  |  |  |
|  | <b>allen wrench</b>   | <b>2</b> | <b>set</b> |  |  |  |  |  |  |  |  |
|  |   |          |            |  |  |  |  |  |  |  |  |
|  | <b>Scope of Works:</b>  |          |            |  |  |  |  |  |  |  |  |
|  | 1. Mobilized of tools, manpower and equipments to site.   |          |            |  |  |  |  |  |  |  |  |
|  | 2. Disconnection of power supply from to the transformer, apply LOTO procedure                                      |          |            |  |  |  |  |  |  |  |  |
|  | 3. Disconnection of transformer primary and secondary terminal lines  |          |            |  |  |  |  |  |  |  |  |
|  | 4. Conduct found instrumentation testing to verify transformer condition<br>-Insulation Resistance Test<br>-Winding |          |            |  |  |  |  |  |  |  |  |





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|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  | Resistance Test<br>-Transformer<br>Turn Ratio Test<br>-Polarization<br>Index Test  |  |  |  |  |  |  |  |  |  |  |
|  | 5. Clean<br>transformer<br>housing<br>,bushing ,<br>terminals and<br>allied<br>components  |  |  |  |  |  |  |  |  |  |  |
|  | 6. Cleaning and<br>Recondition<br>Process<br>-Cleaning and<br>reconditioning<br>of core<br>-cleaning of<br>transformer<br>which includes<br>housing<br>transformer<br>cover. |  |  |  |  |  |  |  |  |  |  |
|  | 7. check up/<br>review<br>transformer<br>main and allied<br>components,<br>retightening<br>bolts when<br>necessary prior<br>to energize                                      |  |  |  |  |  |  |  |  |  |  |
|  | 8. conduct final<br>instrumentation  |  |  |  |  |  |  |  |  |  |  |





|  |   |  |  |  |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|--|--|--|
|  | -insulation resistance test<br>-winding resistance test<br>-transformer turn ratio test<br>-polarization index test |  |  |  |  |  |  |  |  |  |  |
|  | 9. Energize the system and monitor condition  |  |  |  |  |  |  |  |  |  |  |
|  | 10. Submit test result  |  |  |  |  |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |  |  |  |  |
|  | <b>TOTAL</b>  |  |  |  |  |  |  |  |  |  |  |

**I. Project Name:**

**Preventive Maintenance of Various Dry Type Transformer of Air Navigation Facility for Iloilo Airport**

**II. Scope of Work:**

1. To supply and delivery of labor, materials and tools needed for preventive maintenance of various dry type transformer of Iloilo ANF
2. To conduct preventive maintenance service of preventive maintenance of various dry type transformer of Iloilo ANF

**III. Objectives:**

The primary objectives of this preventive maintenance are to:

1. Restore the optimal working condition of the various dry type transformer of the Iloilo ANF.
2. Maintain optimal efficiency of its operation.
3. Extend the lifespan of the various dry type transformer.
4. Ensure safe and reliable operation.

**IV. Work Identification:**

(Prospective bidder are required to conduct site inspection before entering the bidding)

1. Mobilize of, tools, manpower and equipment's to site.





2. Disconnection of power supply from to the transformer, apply LOTO procedure.
3. Disconnection of transformer primary and secondary terminal lines.
4. Conduct found instrumentation testing to verify transformer condition:
  - Insulation Resistance Test
  - Winding Resistance Test
  - Transformer Turn Ratio Test
  - Polarizations Index test
5. Clean transformer housing, bushing, terminals and allied components.
6. Cleaning and Recondition Process
  - Cleaning and reconditioning of core
  - Cleaning of transformer which includes housing transformer cover.
7. Checkup/ review transformer main and allied components, retighten bolts when. necessary prior to energize
8. Conduct final instrumentation:
  - Insulation Resistance Test
  - Winding Resistance Test
  - Transformer Turn Ratio Test
  - Polarizations Index test
9. Energize the system and monitor condition.
10. Submit test result

**V. Execution:**

- The contractors must be Accredited by ILECO I.
- Prior to the commencement of work upon the issuance and the receipt of Notice to Proceed, the contractor shall report to the end user for briefing.
- The Contractor shall process necessary documents and work permits for the on-site interventions.

**VI. Reporting and Communication:**

- The Contractor shall submit a service report to the End User upon completion of each maintenance visit.
- Regular communication will be maintained between the Contractor and the End user regarding the scheduling and any significant findings.

**VII. Follow-up**

- The project shall be inspected and accepted by End User upon completion of the project.







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- The project shall have a warranty of one (1) year for the part replacement.

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***Signature over Printed Name***

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Contact Number (Landline and/ or  
Cellphone Nos)/Email Address

