



### **REQUEST FOR QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Small Value Procurement** for the "Supply of labor, expertise, tools, materials needed for the installation of one (1) unit 5TR ACU at CATC" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-132-11**  
Name of Project : **Supply of labor, expertise, tools, materials needed for the installation of one (1) unit 5TR ACU at CATC**  
Approved Budget for  
Contract : **P100,000.00**  
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications  
Location : Procurement Division, CAAP, MIA Road, Pasay City  
Delivery Term : **Thirty (30) Calendar Days** from the receipt of Notice for Compliance  
**Note: Partial delivery is allowed**  
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)  
Delivery Location : **CAAP (CATC) Civil Aviation Training Center, Merville, Paranaque City**

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

1. Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (**Annex "A"**) during submission of offer/Quotation

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid.**

Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the date of submission.

The quotation shall be submitted in sealed envelope on or before the closing date of **December 18, 2024 at 2:00 PM**, CAAP Procurement Division and addressed to:

**ATTY. JOHN BEAU B. MASIGLAT**  
Chairperson, Canvass and Contract Committee  
Gate 3 CAAP, Old MIA Road  
Pasay City, Metro Manila

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Pasay City, December 13, 2024

  
**MELINA C. REYES**  
CCC Vice Chairperson





Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Annex "A"

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Chairperson  
Canvass and Contract Committee  
Procurement Division, CAAP,  
MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

<b>Supply of labor, expertise, tools, materials needed for the installation of one (1) unit 5TR ACU at CATC</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Supply and delivery of materials and consumables for the installation of 1 unit 5TR ACU.</b> 20 ft. copper tube 1/2"Φ for supply line 20 ft. copper tube 3/4"Φ for return line 20 ft. PVC pipe 3/4"Φ (with elbows and sealant) for condensate drain 1 lot rubber insulation, polyethylene tape, and electrical tape 1 lot refrigerant R-22 and flushing agents 1 set MCCB 3P, 60AT, 60AF with enclosure for outdoor use 24 m copper wire, THHN (AWG #12) 15 m copper grounding wire (AWG #6) for outdoor and indoor unit 1 pc. grounding rod with wire clamp, (4 ft. rod) 210 m copper wire, THHN (22 mm sq.) 1 set GI pull box, 12"x12"x4" 60 m rigid steel conduit (RSC) with elbows, connectors, and fittings 1 lot wall mounting clamps and screws, for RSC 1 lot steel base fixtures for both indoor and outdoor 1 pc. filter/dryer for split-type ACU, 1/2" 1 lot welding materials, wire terminal lugs, and wire connectors	1	lot		
<b>Supply of labor, expertise, and tools for the installation of 1 unit 5TR ACU. Include mobilization and demobilization of tools and equipment.</b>	1	lot		
<b>Total (Inclusive of VAT)</b>				

**Warranty:** 6 months service warranty from date of acceptance.



Republic of the Philippines  
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(Amount in Words)

\_\_\_\_\_

\_\_\_\_\_The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Email Address





## TERMS OF REFERENCE

Name of Project	: Supply of labor, expertise, tools, materials needed for the installation of one (1) unit 5TR ACU at CATC
Approved Budget	: Php 100,000.00
Delivery Period	: Thirty (30) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is allowed.</i>
Delivery Location	: Civil Aviation Training Center <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days. A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery.</i> <i>A confirmation of availability of the concerned office must be received by the supplier before proceeding with the delivery. Non-compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	: Payment upon full delivery and subject to usual government accounting rules and regulations.

### Technical Specifications:

### SCOPE OF WORK

- Supply and delivery of materials needed for the installation of one (1) unit 5TR split-type, floor mounted, non-inverter ACU. (NOTE: 1 unit ACU will be provided by CATC with the following ACU specifications: Koppel outdoor model: KPC-60IV0, Koppel indoor model: KFM-60E0, 220V, 60Hz, 3Φ, R-22)

LIST OF MATERIAL INCLUDED IN THE SUPPLY AND DELIVERY			
ITEM	NAME OF ITEM	QTY.	UNIT
1	copper tube 1/2"Φ for supply line	20	feet
2	copper tube 3/4"Φ for return line	20	feet
3	PVC pipe 3/4"Φ (with elbows and sealant) for condensate drain	20	feet
4	rubber insulation, polyethylene tape, and electrical tape	1	lot
5	refrigerant R-22 and flushing agents	1	lot
6	MCCB 3P, 60AT, 60AF with enclosure for outdoor use	1	set
7	copper wire, THHN (AWG #12)	24	meters
8	copper grounding wire (AWG #6) for outdoor and indoor unit	15	meters
9	grounding rod with wire clamp, (4 ft. rod)	1	piece
10	copper wire, THHN (22 mm sq.)	210	meters
11	GI pull box, 12"x12"x4"	1	set
12	rigid steel conduit (RSC) with elbows, connectors, and fittings	60	meters
13	wall mounting clamps and screws, for RSC	1	lot
14	steel base fixtures for both indoor and outdoor	1	lot
15	filter/dryer for split-type ACU, 1/2"	1	piece
16	welding materials, wire terminal lugs, and wire connectors	1	lot



2. Installation of one (1) ACU indoor and outdoor unit (Koppel 5TR split-type, floor mounted).
  3. Include filing of service reports, recommendations, and related documents.
  4. Include testing and commissioning.
  5. Include mobilization/demobilization cost for tools and equipments needed.
  6. Include six (6) months service warranty (ACU unit is not included).
- Additional Requirements:** (To be submitted with the bid documents)
1. Certificate of Site Inspection.
  2. Refrigeration and Airconditioning NC II Certificates for at least one (1) Service Personnel.
  3. Registered Master Electrician License for at least one (1) Service Personnel.

Prepared by:

**ROGER P. ABALO**

ANF Engineer II, ANOD

Approved by:

**DARWIN V. CALLO**

Division Chief III, EMMID-ANOD