



REQUEST FOR QUOTATION / PROPOSAL

The Civil Aviation Authority of the Philippines – Central Office (CAAP-CO), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the project described below for Fiscal Year 2025, in accordance with Section 34 of the **Implementing Rules and Regulations (IRR) of Republic Act No. 12009**, otherwise known as the “New Government Procurement Act.”

RFQ No.	:	C25-110-10
Name of the project	:	Preventive Maintenance Servicing of Air-conditioning Units at the CATC for One Year
Approved Budget for Contract (ABC)	:	Php750,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	One (1) year
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	Civil Aviation Training Center (CATC)

I. SUBMISSION OF DOCUMENTS

Interested suppliers are required to submit the following valid and current documents, which must be: properly paginated, with tabbing, and placed in a sealed long brown envelope; and chronologically arranged in accordance with the list below:

1. Valid PhilGEPS Registration Certificate (Platinum Membership) – all pages;
2. Valid Mayor’s/Business Permit;
3. Valid Tax Clearance Certificate;
4. Latest Income and/or Business Tax Return (Annual or Quarterly);
5. Duly accomplished and original Omnibus Sworn Statement (OSS) in the form prescribed by the NGPA Standard Forms, and if applicable:
 - Original Notarized Secretary’s Certificate, for corporations, partnerships, or cooperatives; or
 - Original Special Power of Attorney, for joint ventures, authorizing the signatory to represent the Bidder and sign the OSS (required for ABCs above ₱50,000.00);
6. Original brochure or product literature (if applicable);
7. Duly accomplished Price Quotation Form, in the prescribed format.

Upon claiming the Contract, the winning supplier shall present the original copies of all documents listed above for verification purposes, or submit a Certified True Copy issued by the relevant government agency. However, original copies of the Omnibus



Sworn Statement, Brochure (if applicable), and Price Quotation Form must be included in the submitted sealed quotation/proposal.

II. QUOTATION VALIDITY AND SUBMISSION DETAILS

All price quotations shall remain valid for a period of one hundred twenty (120) calendar days from the date of submission. Interested suppliers must submit their quotation or proposal in person, enclosed in a sealed long brown envelope, on or 24 NOV 2025, not later than 10:00 A.M., at the 3rd Floor, Procurement Division, General Services Building, Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City, Metro Manila. Late submissions shall not be accepted and will be deemed non-compliant.

Addressed to:

THE SECRETARIAT

Canvass and Contract Committee (CCC)
Civil Aviation Authority of the Philippines
Old MIA Road, Pasay City, Metro Manila

Likewise, any quotation or proposal exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.

III. EVALUATION AND AWARD OF CONTRACT

The contract shall be awarded to the supplier, contractor, or consultant determined to have submitted either the Single or Lowest Calculated and Responsive Bid (S/LCRB) for goods and infrastructure projects, the Most Economically Advantageous and Responsive Quotation (MEARQ), or, in the case of consulting services, the Single or Highest Rated and Responsive Proposal (S/HRRP), in accordance with Section 66 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

IV. INSPECTION AND ACCEPTANCE

The CAAP Technical Inspection and Acceptance Committee (TIAC) reserves the right to inspect and/or test the goods to verify compliance with the technical specifications.

V. OTHER CONDITIONS

Any interlineations, erasures, or overwriting in the submitted documents shall be considered valid only if they are signed or initialed by the bidder or their duly authorized representative. In the event of delay or failure to perform contractual obligations, liquidated damages, if applicable, shall be imposed in accordance with Section 71 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, or as otherwise provided in the contract.

Issued, this October 02, 2025 at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.


ATTY. MARK NESTER T. MENDOZA
Chairperson
Canvass and Contract Committee
Civil Aviation Authority of the Philippines



TERMS OF REFERENCE

Name of Project	:	Preventive Maintenance Servicing of Air-Conditioning Units at the CATC for One Year
Approved Budget	:	PhP 750,000.00
Delivery Period	:	One year. First preventive maintenance must be completed within 90 calendar days after the receipt of notice to proceed, and must be repeated every 90 calendar days for one year. Partial delivery is allowed.
Delivery Locations	:	Civil Aviation Training Center (CATC) Merville Access Road, KM 12, South Superhighway, Barangay 201, Pasay City
Delivery Condition	:	A Written Notice must be sent to the official email CATC (catc@caap.gov.ph) at least seven (7) calendar days prior to the intended date of delivery of service for quarterly preventive maintenance for the processing of security clearances.
Terms of Payment	:	Payment after completion of quarterly preventive maintenance and subject to usual government accounting rules and regulations.

Technical Specifications:

Unit	Description / A/C Type	Qty.
units	Haier Ceiling Cassette Type - CATC Main Building	77
units	LG Split Type - CATC Main Building	7
units	Daikin Split Type - CATC Main Building	5
units	TCL Split Type - CATC Main Building	1
units	Koppel Cabinet Type - CATC Main Building	1
units	Carrier Split Type - CATC Main Building	1
units	Daikin Ceiling Cassette type - CATC Technical Building	7
units	Daikin Split type - CATC Technical Building	6
<i>Total number of ACs to be serviced per quarter for one (1) year</i>		105

Note: Must be an authorized servicing center for the brands specified above.

I. SCOPE OF WORKS MAINTENANCE SERVICES

- VRF
 - a. General inspection for noise and vibration & adjustment if required
 - b. Monitor refrigerant temperature & pressure
 - c. Inspect/check compressor oil
 - d. Check oil /filter drier
 - e. Check/ clean condenser water line strainer
 - f. Check operating data system to determine operation efficiency
 - g. Check/clean electrical controls
 - h. Check all safety component of the unit including pressure switches, temperature, gauges etc.
 - i. Minor adjustment and calibration of electrical and electronic controls
 - j. Replacement of minor parts, components, and accessories not requiring extensive dismantling
 - k. Tightening of flare nuts, flange connection, diaphragm valve, and dampers
 - l. General cleaning of condenser and evaporator heat exchanger of every unit.
 - m. Flushing of drain line with pressurized water and vacuuming of main drain line.
 - n. Checking of fan motor and fan blade alignment, check thermostat, remote controller adjust if needed.

- FAN COIL UNIT, WALL
 - a. Check cooling coils and clean with pressurized washer
 - b. Check for abnormal noise/vibration
 - c. Clean air filter, drain pan, and drain pipe
 - d. Check for leaks in gaskets & replace gasket if necessary
 - e. Check panel for corrosion, derust and repair if necessary
 - f. Check/clean electrical controls and indicator lights
 - g. Check thermostat/timer
 - h. Check/ clean air blower
 - i. Check rubber insulation
 - j. Check coupling between blower and motor
 - k. Check pressure gauge and thermometer
 - l. Calibration of thermostat controller
 - m. Testing for leaks in the pipe connection including coil assembly
 - n. Monthly cleaning of air filters
 - o. General cleaning of the entire unit that includes evaporator coils, drain pan assembly, blower wheel assembly, and cabinet assembly to be done every three (3) months
 - p. Conduct vibration test of bearings, blowers, and other moving components
 - q. Flushing of drain line using nitrogen gas to remove solid particles that can cause clogging
 - r. Checkup supply air temperature and room temperature

II. ELECTRICAL WORKS

- a. Check during operation: supply voltage, noise levels, and vibration as well as fan motor rotation
- b. Check-up the line current and cleaning / re-tightening of electrical control and terminals
- c. Monitor phase rotation of electrical power supply

III. PROVISION OF TECHNICAL SUPPORT

- a. Provision of on-site and remote technical support for reported problems of ACU equipment.

IV. REPAIRS OF EQUIPMENT AND SUPPLY OF REPLACEMENT PARTS:

- a. All repairs shall be done by the maintenance contractor.
- b. Service reports and quotations shall be provided by the contractor. Charges for replacement parts shall be included in the preventive maintenance billing and shall not be issued separately.
- c. Replacement parts and repair services shall be supplied by the contractor.
- d. Payments for the replacement parts and repair services shall be made to the contractor thru direct payment, subject to the existing accounting rules and regulations.

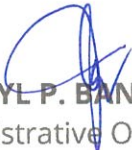
V. PAYMENT TERMS

- a. Billing Frequency
Payment shall be made on a quarterly basis upon completion of each scheduled preventive maintenance.
- b. Basis of Billing
The Service Provider shall bill the CATC-CAAP based on the actual number of air conditioning units serviced per quarter, multiplied by the agreed unit rate of AC unit, as specified in the approved Price Quotation
- c. Unit-Based Rates
The payment amount shall reflect the cost per unit per maintenance visit. These unit rates must be clearly indicated in the quotation and will be the basis for payment throughout the contract period.


VI. ADDITIONAL REQUIREMENTS:

- a. Bid documents must be accomplished by a list of ongoing and completed contracts for the last five (5) years related to repair and maintenance/supply & installation of air-conditioning equipment.
- b. Technicians must be holder of RAC NC II certificate.

Prepared by:


JOVENYL P. BANSUELA
Administrative Officer III

Approved by:


GINA MARIE C. LAZO
Chief, CATC



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:

Preventive Maintenance Servicing of Air-Conditioning Units at the CATC for One Year				
Description	Qty.	Unit	Unit Price	Total Price
Haier Ceiling Cassette Type (CATC Main Building)	77	units		
LG Split Type (CATC Main Building)	7	units		
Daikin Split Type (CATC Main Building)	5	units		
TCL Split Type (CATC Main Building)	1	units		
Koppel Cabinet Type (CATC Main Building)	1	units		
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Daikin Ceiling Cassette Type (CATC Technical Building)	7	units		
Daikin Split Type (CATC Technical Building)	6	units		
	105			
Sub-Total (Quarterly)				
x No. of quarters				4
GRAND TOTAL				

Note: Must be an authorized servicing center for the brands specified above.
 (Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.



I. SCOPE OF WORKS MAINTENANCE SERVICES

- VRF
 - a. General inspection for noise and vibration & adjustment if required
 - b. Monitor refrigerant temperature & pressure
 - c. Inspect/check compressor oil
 - d. Check oil /filter drier
 - e. Check/ clean condenser water line strainer
 - f. Check operating data system to determine operation efficiency
 - g. Check/clean electrical controls
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 - m. Flushing of drain line with pressurized water and vacuuming of main drain line.
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 - n. Monthly cleaning of air filters



- o. General cleaning of the entire unit that includes evaporator coils, drain pan assembly, blower wheel assembly, and cabinet assembly to be done every three (3) months
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- b. Technicians must be holder of RAC NC II certificate.

Very truly yours,

Name/Signature of Representative

Position

Name of Company

Contact No.

Email Address