



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/Delivery of Supplies and Materials for CAAP 12th Fun Run Activities" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C20-001-02
Name of Project : **Supply/Delivery of Supplies and Materials for CAAP 12th Fun Run Activities**
Approved Budget for: **Php513,000.00**
Specifications : See the attached Annex "B" for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **10 Calendar Days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000; (a. Form must be in accordance with Section 25.3, 2016 IRR b. Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

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

OSCAR B. DEMETILLO, JR.
CCC-Chairperson



PRICE QUOTATION FORM

Date: _____

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

Sir/Ma'am:
 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:

Description			
Supply/Delivery of Supplies and Materials for CAAP 12 th Fun Run Activities			
Specification	QTY.	Unit Price	Total Price
1.Men/Women Dri Fit Shirt with CAAP Fun Run Sublimation Print	700		
2.Dri Fit Finisher Shirt	400		
3.Committee and Support Staff Polo Shirt	100		
4.Jacket for Fun Run Committee	40		
Total (Inclusive of VAT)			

(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




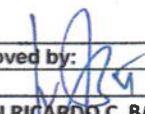
Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 Pasay City, Metro Manila 1300

PURCHASE REQUEST

ANNEX G-6

Department: Admin Dept.	PR No.:	Date :
Section:	SAI No.	Date :
	ALOBS No.:	

Stock No.	Unit Issue	ITEM DESCRIPTION	APP Item No.	Quantity	Unit Cost	Total Cost
		Supply/delivery of Supplies and Materials for CAAP 12th Fun Run Activities				
	pcs.	Men/Women Dri Fit Shirt with CAAP Fun Run Sublimation Print		700	400.00	280,000.00
	pcs.	Dri Fit Finisher Shirt		400	350.00	140,000.00
	pcs.	Committee and Support Staff Polo Shirt		100	450.00	45,000.00
	pcs.	Jacket for Fun Run Committee		40	1,200.00	48,000.00
	pcs.	Assorted color Sports Headband		700	50.00	35,000.00
	pcs.	Finisher Tag		400	25.00	10,000.00
	lot	Breakfast meal		1	80,000.00	80,000.00
	lot	Stipend for Zumba Instructors		1	6,000.00	6,000.00
	lot	Coffee/Choco drink and other refreshment		1	15,000.00	15,000.00
	pcs.	Bottled Water		700	12.00	8,400.00
	lot	Cash Prizes/Gift Checks		1	80,000.00	80,000.00
	lot	Tarpaulin Banners		1	10,000.00	10,000.00
	pcs.	CAAP Fun Run Tag/Sticker		1400	25.00	35,000.00
	lot	Medals		1	5,000.00	5,000.00
	lot	Game/Raffle Prizes/Souvenirs		1	20,000.00	20,000.00
	lot	Miscellaneous		1	35,000.00	35,000.00
		xxxxxxxnothing followsxxxx				
Recommend Approval:  BGEN ERNESTO R. MILO Acting Chief, Administrative & Finance Service						
Grand Total						852,400.00

Purpose:	
Requested by:	Approved by:
Signature	
Printed Name	MGEN RICARDO C. BANAYAT AFP (Ret)
Designation	Deputy Director General for Administration
Date	

Signature
 Printed Name **OSCAR B. DEMETILLO, JR.**
 Designation Head, Fun Run Committee
 Date



