



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Shopping Method for the **“Purchase of 5 units White Board with Roller (4x8 ft.)”** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C20-012-09**
Name of Project : **Purchase of 5 units White Board with Roller (4x8 ft.)**
Approved Budget for: **Php32,500.00**
Specifications : See the attached Annex “B” for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **20 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			
Purchase of 5 units White Board with Roller (4x8 ft.)			
Specification	QTY.	Unit Price	Total Price
Please see attached specification at Annex "B"			
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



CERTIFICATE OF BUDGET ALLOCATION

CBA (MOOE) NO. : 20-02-0141

24 February 2020


This is to certify that funds in the amount of THIRTY TWO THOUSAND FIVE HUNDRED PESOS ONLY (Php 32,500.00) is available to purchase the white board with roller (4x8 ft.) for Civil Aviation Training Center Classrooms under the MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) of FY 2020 Corporate Operating Budget

DETAILS:

END-USER	ODG - CATC
NATURE OF PROJECT	PR-White Board with Roller (4x8 ft.)
AMOUNT	Php 32,500.00
P/P/A - ACCOUNT CODE	I.1 / 5-02-03-010
ACCOUNT NAME	Supplies and Materials - Office Supplies
APP ITEM NO.	0005 - 3218

Certified By:

Noted By:


ROSARIO V. NALUGON
Chief, Budget Division


JOCELYN L. CHING
Chief, Finance Department

2/27



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Item	Quantity	Unit	Amount	Total
White Board with Roller	5	Pcs.	6,500.00	32,500.00

Specification:

Board dimension 4x8 ft
(48" width x 96" Height)
1/2 inch aluminum frame
Magnetic Surface
With Stand (Roller)
2 inches deep aluminum marker/eraser tray


Prepared by:


TEEJAY S. STO. TOMAS
Admin Asst. I

Noted by:


JOVENYL P. BANZUELA
Admin. Officer II

Approved by:


DIANA INES C. BRIÑAS
ADG I /Chief,CATC