



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 **"PURCHASE OF HAND SOAP AND HAND SANITIZER TO BE USED AT CAAP CENTRAL OFFICE"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C20-020-10**
Name of Project : **PURCHASE OF HAND SOAP AND HAND SANITIZER TO BE USED AT CAAP CENTRAL OFFICE**
Approved Budget for : **Php30,000.00**
Specifications : See the attached Annex "B" for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **7 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 HAND SOAP AND HAND SANITIZER TO BE USED AT CAAP CENTRAL OFFICE			
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





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

					PR Date:	22-Jul-20
Purchase Request					PR No.	
Item No.	Unit	Item Description	APP Item No.	Qty	Unit Cost	Total Cost
1	gals.	Concentrated disinfectant (liquid hand soap)	0010-6910	30	350.00	10,500.00
2	gals.	Concentrated disinfectant (alcohol base hand sanitizer)	0010-6910	30	650.00	19,500.00
xxxNothing Followsxxx						
NOTES : DELIVERY LEAD TIME : SEVEN (7) CALENDAR DAYS					TOTAL COST	30,000.00
Purpose: PURCHASE OF HANDSOAP AND HAND SANITIZER TO BE USED AT OFFICES/BUILDINGS OF CAAP CENTRAL COMPLEX (AS PRECAUTIONARY MEASURE TO CONTAIN SPREAD OF CORONA VIRUS DISEASE 19 (COVID19)).						


Prepared by: 
MARIO T. MAGPOC
 OIC, Bldgs. and Grnds. Mntc. Sect.

Submitted by: 
MELINA C. REYES
 Acting Chief, Facilities Maintenance Division

Funds Available: 
JOCELYN L. CHING
 Department Manager III, Finance Department

Recommending Approval: 
BGEN ERNESTO R. MILO, AFP (RET.)
 Acting Chief, Admin. and Fin. Service

APPROVED:
 By Authority of the Director General


B/GEN JOHN L. ESTABILLO AFP (Ret)
 OIC, Aerodrome Development and Management Service (ADM/S)
 OIC, Office of the Deputy Director General for Administration