



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 JANITORIAL SUPPLIES FOR CAAP CENTRAL OFFICE"** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C20-023-10**
Name of Project : **PURCHASE OF JANITORIAL SUPPLIES FOR CAAP CENTRAL OFFICE**
Approved Budget for: **Php126,045.00**
Specifications : See the attached Annex "B" for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **5 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.

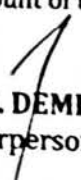
Quotations exceeding the Approved Budget for the Contract shall be rejected.

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



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/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 JANITORIAL SUPPLIES FOR 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


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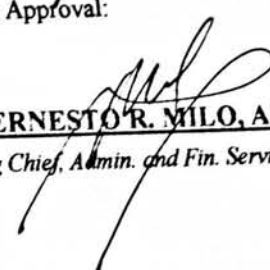
Republic of the Philippines
COMMISSION AUTHORITY OF THE PHILIPPINES
 Pasay City, Metro Manila 1300

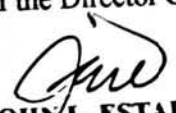
Purchase Request					PR Date:	29-Jul-20
					PR No.	
Item No.	Unit	Item Description	APP Item No.	Qty	Unit Cost	Total Cost
1	cans	AIR FRESHNER 280ml/150g min.	0010-6903	14	290.00	4,060.00
2	pcs.	COTTON DUSTER	0010-6911	55	25.00	1,375.00
3	gals.	DECLOGGER, liquid	0010-6912	10	650.00	6,500.00
4	gals.	DISHWASHING LIQUID	0010-6914	50	300.00	15,000.00
5	cans	FURNITURE CLEANER, spray, 300ml	0010-6920	11	390.00	4,290.00
6	gals.	LIQUID SEALER WAX (DOUBLE CLASSIC)	0010-6931	60	850.00	51,000.00
7	pcs.	MOPHEAD, made of rayon, wt, 400g	0010-6934	80	90.00	7,200.00
8	bundle	RAGS, ALL COTTON, 32pcs./bundle	0010-6937	200	90.00	18,000.00
9	pcs.	SCRUBBING PAD 16" dia.	0010-6939	25	700.00	17,500.00
10	pcs.	WASTE BASKET, NON RIDGID PLASTIC	0010-6943	14	80.00	1,120.00
xxxNothing Followsxxx						
DELIVERY LEAD TIME: FIFTEEN (15) CALENDAR DAYS					TOTAL COST	126,045.00
Purpose: PURCHASE OF JANITORIAL SUPPLIES FOR CAAP CENTRAL OFFICE (REVISED)						

Prepared by: 
MARIO T. MAGPOC
 OIC, Buildings and Grounds Maintenance Section (BGMS)

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

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

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

APPROVED:
 By Authority of the Director General

BGEN JOHN L. ESTABILLO AFP (Ret)
 OIC, Aerodrome Development and Management Service (ADMS)
 OIC, Office of the Deputy Director General for Administration