



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 one (1) unit Sofa Seat, seven (7) units Office Chair and one (1) unit Executive Chair"** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-047-06**

Name of Project : **Purchase of one (1) unit Sofa Seat, seven (7) units Office Chair and one (1) unit Executive Chair**

Approved Budget for: **Php62,000.00**

Specifications : See the attached Annex "B" for specifications

Location : Procurement Division, CAAP, MIA Road, Pasay City

Delivery Term : **Thirty (30) CD** 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 or Business Permit issued by the city or municipality where the principal place or business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Notarized Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000; (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

Price quotation/s must be valid for a period of one hundred twenty (120) 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 one (1) unit Sofa Seat. Seven (7) units Office Chair and one (1) Executive Chair			
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.

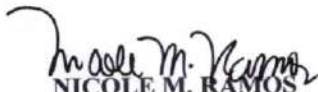
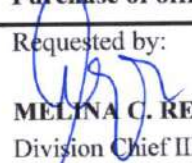
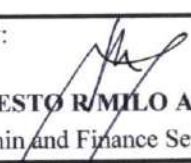
 Email Address

PURCHASE REQUEST

CRA (MD) # 22-04-372
4/29/22

Entity Name: Civil Aviation Authority of the Philippines

Fund Cluster: _____

Office/Section : _____ FMD		PR No.: <u>SVP-073-22</u>	Date: <u>4-22-22</u>		
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	Sofa Seat, L-type Specs: Leatherette cover Thick: foam (verify color)	1	10,000.00	10,000.00
	Units	Office Chair Specs: - Ergonomic design - High-back mesh office chairs blend cool comfort with plenty of back support to help you feel energized throughout the day - Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU. You can enjoy a 360° swivel while sitting on it. The suggested maximum weight capacity up to 225lb. - Chair size: 23.6- x 23.6- x 43.7--47.6-(L x W x H). Seat height adjust: -20-. Seat area: 18.5- x 20.5-. Backrest area: 15- x 27.5	7	6,000.00	42,000.00
	Units	Executive Chair Specs: - Ergodynamic Executive High-back Leatherette chair - Thick Mechanis - Maximum weight capacity: 100kg- Base capacity: 300kg - 320mm Chrome base 5 prong starbase and nylon casters - Pneumatic height adjustment - Tilt-lock Mechanism - 360 degrees swivel function - 1 Year Warranty on Movable Parts - 1 year Service Warranty	1	10,000.00	10,000.00
		Recommend Approval:  NICOLE M. RAMOS Chief, Admin. Department			
				TOTAL COST ...	62,000.00
Purpose: Purchase of office sofa and office chairs for FMD Office.					
Requested by:			Approved by:		
Signature : 					
Printed Name : MELINA C. REYES			BGEN ERNESTO R/MILO AFP (RET)		
Designation : Division Chief III, FMD			ADG II, Admin and Finance Service		