



**REQUEST FOR QUOTATION**

**Date:** March 27, 2023  
**RFQ No.:** 23-03-047

*Company/Business Name:*<sup>1</sup> \_\_\_\_\_  
*Address:* \_\_\_\_\_  
*Business/Mayor's Permit No.:* \_\_\_\_\_  
*TIN:* \_\_\_\_\_  
*PhilGEPS Registration Number (required):* \_\_\_\_\_

The Civil Aviation Authority of the Philippines – Puerto Princesa International Airport, through its Area Center IV Bids and Awards Committee (Area Center IV - BAC), intends to procure **Supply and Delivery of Materials, Labor and Rental of Equipment for the Beautification of Landside Area at Puerto Princesa International Airport** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein addressed to:

*(Sgt.)*  
**ROWLAND G. ALARCON**  
*Chairperson, Bids and Awards Committee*  
National Highway, Brgy. San Miguel, Puerto Princesa City, 5300, Palawan  
Telephone No.: (048) -433-4965  
Email: [area4\\_bac@caap.gov.ph](mailto:area4_bac@caap.gov.ph)

Please do not leave any blank items. Indicate “0” if item being offered is for free.

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative in **sealed envelope** included herein, **not later than at 3:00 pm.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

1. Copy of 2023 Mayor's or Business Permit
2. Copy of 2023 Tax Clearance
3. PhilGEPS Certificate (Platinum Membership)
4. SPA for Sole Proprietorship/ Secretary's Certificate for Corporation & Cooperative)
5. Brochure (if required)
6. Notarized Omnibus Sworn Statement (for ABC's above PhP50,000.00)  
(In the prescribed template. Downloadable at: <https://www.gppb.gov.ph/downloadables.php>)
7. Annual Income Tax Return / Business Tax (for ABC's above PhP500,000.00)

For any clarification, you may contact us at telephone no. or email address provided.

**Jelyn B. Gabuco**  
*Head, Bids and Awards Committee*  
*Secretariat*

**Rodney Alvin R. Magnave**  
*Assistant, Bids and Awards Committee*  
*Secretariat*

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

## INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) **All mandatory technical specifications indicated herein must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 4) Quotations may be submitted through electronic mail at **area4\_bac@caap.gov.ph**.
- 5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 6) The supplier/bidder is encouraged to perform a **Document Request List (DRL)** at PhilGEPS website.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **Forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.
7. Award of contract shall be made to the **lowest quotation per item** which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered at **Puerto Princesa International Airport** according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the **scheduled date and time** of the **CAAP PPIA Inspection and Acceptance Committee**. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement/ Delivery Receipt/Sales Invoice, by the supplier, contractor, or consultant. Check payment thru Landbank of the Philippines.
11. 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. The CAAP-PPIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the lot/s as follows:

<b>(Lot 1) Supply and Delivery of Materials, Labor and Rental of Equipment for the Beautification of Landside Area at Puerto Princesa International Airport</b>				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		UNIT PRICE (in PhP)	REMARKS
	YES	NO		
<b>1. Materials</b>				
Good Lumber 1" x 12" x 6', <b>12 pcs</b>				
Good Lumber 1" x 12" x 12', <b>25 pcs</b>				
10mm x 3" SS Anchor Bolt w/nuts & washer, <b>108 pcs</b>				
Wood Tint (4 lits/gal), <b>2 gals</b>				
Varnish (4 lits/gal), <b>2 gals</b>				
Wood Glue (4 lits/gal), <b>1 gal</b>				
Plastic Wood, <b>2 liters</b>				
Wood Preservative, colorless, <b>1 gal</b>				
Assrt. CWN, <b>10 kgs</b>				
Sanding Sealer (4 lit/gal), <b>2 gals</b>				
#8 Sand Paper, <b>15 ft</b>				
#100 Sand Paper, <b>15 ft</b>				
Portland Cement, <b>27 bags</b>				
Sand (screened), <b>2 cu.m.</b>				
Gravel ¾", <b>3 cu.m.</b>				
12mm dia x 6m DRSB, <b>230 pcs</b>				
10mm dia x 6m DRSB, <b>130 pcs</b>				
#16 Tie Wire, <b>3 kgs</b>				
Ordinary Plywood ¼", <b>4 pcs</b>				
Form Lumber 2 x 3 x 10, <b>30 pcs</b>				
4" x 2" x 6m G.I. Tubular Bar, 2mm thk., <b>11 pcs</b>				
3" x 2" x 6m G.I. Tubular Bar, 1.5mm thk., <b>42 pcs</b>				
0.20m x 0.20m x 10mm thk. Base Plate, <b>18 pcs</b>				
Welding Rod (6011), <b>30 kgs</b>				
Epoxy Paint with catalyst, gray, <b>5 gals</b>				
Epoxy Reducer, <b>3 gals</b>				
Thinner, <b>3 gals</b>				
Red oxide, <b>5 gals</b>				
3" Paint Brush, <b>6 pcs</b>				
2" Paint Brush, <b>6 pcs</b>				
Rugs, <b>4 kls</b>				
Rust Converter, <b>1 gal</b>				
4" Sanding Disc, <b>6 pcs</b>				
14" Cutting Disc, <b>3 pcs</b>				
4" Baby Roller, <b>15 pcs</b>				
Roller Tray, <b>8 pcs</b>				
1" x 1" x 6mm Angle Bar, <b>1 pc</b>				
6" dia. Garden Lamp Holder (Heavy Duty/Waterproof), <b>8 pcs</b>				
11 watts LED light bulb, <b>8 pcs</b>				
Electrical Tape (small), <b>2 pcs</b>				
20 Amp Safety Breaker w/ housing, <b>1 pc</b>				
2.5mm THHN Wire, <b>20 m.</b>				
Solvent Base Acrylic Paint white, <b>6 gals</b>				
Solvent Base Acrylic Paint Reducer, <b>6 gals</b>				
Solvent Base Acrylic Paint Primer, <b>6 gals</b>				
Tinting Color, <b>4 lits</b>				
7" Roller Brush (cotton), <b>4 pcs</b>				
4" Paint Brush, <b>6 pcs</b>				
Paint Remover, <b>2 gals</b>				

<b>2. Labor, 1 Lot</b>				
Scope of Work:				
1. Replacement of Wooden Bench at Plant Box, Qty = 372 bd.ft. \				
2. Fabrication of Trellis at Plant Box, Qty = 1 lot \				
3. Repair/Replacement of Garden Lamp at Rotonda, Qty = 1 lot \				
4. Repainting of Concrete Monument at Rotonda, Qty = 1 lot \				
<b>3. Rental of Equipment</b>				
1. Spray Gun, One (1) unit \				
2. Planer Machine, One (1) unit \				
3. Sander, One (1) Unit \				
4. Welding Machine, Two (2) units \				
4. Cut-off Machine, One (1) unit \				
<b>Warranty Period:</b>				
<b>Delivery Period: 45 calendar days</b>				

(Lot 1) Supply and Delivery of Materials, Labor and Rental of Equipment for the Beautification of Landside Area at Puerto Princesa International Airport	
Approved Budget for the Contract	Total Offered Quotation
<u>Four Hundred Seventy-Two Thousand Eighty-Six Pesos and 23/100 Only (Php472, 086.23)</u>	<b>In Words:</b> ----- ----- -----
	<b>In Figures:</b> ----- -----

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

**PURCHASE REQUEST**

**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

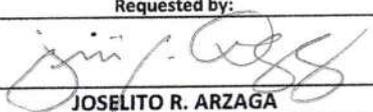
Agency / Procuring Entity

Department		Puerto Princesa International Airport			PR	23-03-055	Date	03/24/2023
Section		Engineering			SAI No.	23-03-055	Date	03/23/2023
STOCK NO.		ITEM DESCRIPTION			APP ITEM NO.	QTY.	UNIT COST	TOTAL COST
	LOT	<b>Supply and Delivery of Materials, Labor and Rental of Equipment for the Beautification of Landside Area at Puerto Princesa International Airport</b>				1	472,086.23	472,086.23
		<b>1. Materials</b>						
	pcs	Good lumber 1" x 12" x 6'				12	480.00	
	pcs	Good lumber 1" x 12" x 12'				25	880.00	
	pcs	10mm x 3" SS Anchor Bolt w/ nuts & washer				108	120.00	
	gals	Wood Tint (4 lits/gal)				2	280.00	
	gals	Varnish (4 lits/gal)				2	330.00	
	gals	Wood Glue (4 lits/gal)				1	520.00	
	lits	Plastic wood				2	852.00	
	gals	Wood Preservative, colorless				1	2,400.00	
	kgs	Assrt. CWN				10	95.00	
	gals	Sanding sealer (4lit/gal)				2	1,230.00	
	ft	#8 Sand paper				15	21.00	
	ft	#100 Sand paper				15	21.00	
	bags	Portland Cement				27	295.00	
	cu.m.	Sand (Screened)				2	1,840.00	
	cu.m.	Gravel 3/4				3	2,300.00	
	pcs	12mm dia x 6m DRSB				230	403.00	
	pcs	10mm dia x 6m DRSB				130	276.00	
	kgs	#16 Tie wire				3	110.00	
	pcs	Ordinary Plywood 1/4				4	550.00	
	pcs	Form lumber 2x3x10				30	200.00	
	pcs	4"x 2" x 6m G.I. Tubular bar, 2mm thk.				11	2,350.00	
	pcs	3"x 2" x 6m G.I. Tubular bar, 1.5mm thk.				42	1,500.00	
	pcs	0.20m x 0.20m x10mm thk. Base Plate				18	1,328.33	
	kgs	Welding Rod (6011)				30	185.00	
	gals	Epoxy paint with catalyst, gray				5	2,200.00	
	gals	Epoxy reducer				3	1,100.00	
	gals	Thinner				3	495.00	
	gals	Red Oxide				5	495.00	
	pcs	3" Paint Brush				6	75.00	
	pcs	2" Paint Brush				6	55.00	
	cls	Rugs				4	95.00	
	gal	Rust converter				1	1,250.00	
	pcs	4" Sanding disc				6	200.00	
	pcs	14" Cutting disc				3	745.00	
	pcs	4" Baby roller				15	45.00	
	pcs	Roller tray				8	40.00	
	pc	1"x 1" x 6mm Angle bar				1	924.00	
	pcs	6" dia. Garden Lamp Holder (Heavy duty/water proof)				8	2,200.00	
	pcs	11 watts LED Light Bulb				8	265.00	
	pcs	Electrical tape (small)				2	40.00	
	pc	20Amp Safety Breaker w/ Housing				1	650.00	
	mts	2.5 mm THHN Wire				20	85.00	
	gals	Solvent Base Acrylic Paint white				6	1,200.00	
	gals	Solvent Base Acrylic Paint Reducer				6	650.00	
	gals	Solvent Base Acrylic Paint Primer				6	1,000.00	
	lits	Tinting Color				4	250.00	
	pcs	7" Roller brush (cotton)				4	155.00	
	pcs	4" Paint brush				6	95.67	
	gals	Paint remover				2	700.00	

\*\*\* more on next page \*\*\*

STOCK NO.	UNIT	ITEM DESCRIPTION	APP ITEM NO.	QTY.	UNIT COST	TOTAL COST
	lot	<b>2. Labor</b> Scope of Work: 1. Replacement of Wooden Bench at Plant Box, Qty=372 bd.ft. 2. Fabrication of Trellis at Plant Box, Qty=1 lot 3. Repair/Replacement of Garden Lamp at Rotonda, Qty= 1 lot 4. Repainting of Concrete Monument at Rotonda, Qty=1 lot		1	53,459.23	
	lot	<b>3. Rental of Equipment</b> 1. Spray gun, One (1) unit 2. Planer machine, One (1) unit 3. Sander, One (1) unit 4. Welding Machine, Two (2) units 5. Cut-off Machine, One (1) unit		1	25,200.00	
					<b>Total</b>	<b>P 472,086.23</b>

Purpose /Remarks: For the Supply and Delivery of Materials, Labor and Rental of Equipment for the Beautification of Landside Area at PPIA

	<b>Requested by:</b>	<b>Approved by:</b>
Signature		
Printed Name	<b>JOSELITO R. ARZAGA</b>	<b>MOHAMMAD NAGA S. RASCAL, DPA</b>
Designation	Air Terminal Supervisor	Civil Aviation Area Manager Area Center IV
Date		