



## **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 **"Supply and delivery of purified drinking water CY 2022 at CAAP Head Office"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-018-06**

Name of Project : **Supply and delivery of purified drinking water for CY 2022 at CAAP Head Office**

Approved Budget for: **Php999,972.00**

Specifications : See the attached Annex "B" for specifications

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

Delivery Term : **One (1) year** 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 of 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 P500,000.00;
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 if applicable

Price quotation/s must be valid for a period of **one hundred twenty (120)** calendar days from the date of submission.

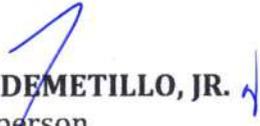
Quotations exceeding the Approved Budget for the Contract shall be rejected.

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			
<b>Supply and delivery of purified drinking water CY 2022 at CAAP Head Office</b>			
Specification	QTY.	Unit Price	Total Price
<b>Please see attached specifications at Annex "B"</b>			
		• Inclusive of Delivery	
		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  
 Department of Transportation  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
 PASAY City, Metro Manila 1300

CBA(MO) # 22-03-0145  
 March 7, 2022

PURCHASE REQUEST							ANNEX G-6
Department: Administrative Department						PR No. 2022-03-006	Date: 06-04-22
Division: Supply Division						SAI No.	Date:
Item No.						ALOBS No.	
Item No.	QTY.	UNIT	PARTICULARS	Stock No.	Estimated Unit Cost	Estimated Cost	
1	27,777	5-gal Container	<b>Supply and Delivery of Purified Drinking Water for CY 2022</b> - Minimum of 2,314 container of 5-gals ea per month/ or 500 containers of 5-gals ea per week - Provision of 100 units New Hot and Cold Water Dispenser (free to charge) on first delivery - Provision of 600 pcs. New Empty Containers of 5-gals ea (free to charge) on first Delivery - 500 containers consumption - 100 containers (spare) Round Polycarbonated Resin Type Container - Minimum of 18 stages Purification Process		36.00	999,972.00	
<b>TOTAL --</b>						<b>PHP 999,972.00</b>	
PURPOSE:		For distribution to CAAP Various Offices.					
Requested by:		Submitted by:		Approved by:			
 <b>ERNEST JOHN L. NOVIS</b> Supply Officer III		 <b>BGEN. ERNESTO R. MILO AFP (RET.)</b> Asst. Director General II, AFS		 <b>BGEN. JOHN L. ESTABILLO AFP (RET.)</b> Deputy Director General fo Administration			

## **TERMS OF REFERENCE**

### **1. Scope of Work**

Supply and Delivery of Purified Drinking Water for Calendar Year (CY) 2022 to Civil Aviation Authority of the Philippines (CAAP) Main Office (27,777 containers of 5-gals. ea.)

### **2. General**

The Supplier shall be under obligation to adhere to the following conditions while carrying out its duties and responsibilities during the implementation of the contract:

- a) Provide one hundred (100) units of New Hot and Cold-Water Dispensers and Six Hundred (600) pieces of new 5-gallons Water Containers to CAAP without deposit.
- b) Ensure the timely delivery of purified drinking water particularly during office hours, Monday to Friday.
- c) Conduct regular bi-monthly cleaning and proper maintenance of Water Dispensers for optimum operation.
- d) Provide service units of dispensers to CAAP in case of need and during special occasion /events.
- e) Provide standby units of dispenser for possible replacement of defective units.
- f) Provide the units as requested within twenty four (24) hours from receipt of letter request.
- g) Submit to CAAP Monthly Microbiological / Bacteriological Test, Physical / Chemical Test; and Certificate of Potability result conducted by any BFAD accredited testing laboratory.
- h) Bill CAAP on a calendar month basis based on actual quantity of goods delivered.
- i) Follow security measures and inspection procedure implemented by CAAP during delivery of goods and shall under no circumstances, violate standard rules and regulations at all times while inside the CAAP premises.
- j) Shall observe care and caution during the maneuvering of Supplier's Delivery vehicle, unloading and loading of goods.

In the event of damage to life and/or property inside the CAAP premises, payment shall be withhold by CAAP until restitution to damage is made by the Supplier.

Should litigation on the court become necessary for the enforcement of the terms and conditions of this contract and for the mutual interest of the supplier and CAAP, it is agreed and understood that the case be filed exclusively in the proper courts of Pasay City.

### **3. Contract Price**

The CAAP shall pay the goods in accordance with the price indicated in the financial proposal of the Supplier and shall not entertain in any price adjustment for any reason.

#### **4. Contract Duration**

The Supplier shall undertake to supply and deliver the Purified Drinking Water for Calendar Year 2022 but may continue to extend services upon request of CAAP while on process of procurement and prior to implementation of new contract agreement.

CAAP shall return the Water Containers and Dispensers provided by Supplier and provide replacement of lost Water Dispensers and Containers after expiration of the contract.

#### **5. Prohibition of Sub-Lease**

The Supplier shall not sell, assign, transfer, pledge, sub-contract or make such any other dispositions of the contract or any part of interest therein to a third party except upon written notice and with prior consent / approval by the Director General, CAAP.

#### **6. Termination / Rescission of Contract**

Failure on the part of the Supplier to comply with any of the terms and conditions set forth, shall give the CAAP the right to revoke the contract within fifteen (15) days upon receipt by the supplier of the Notice of Termination from the CAAP.