

Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

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 <u>"Supply and delivery of Flight Progress Strips for various ATS Facilities"</u> in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No.	:	<u>C22-087-11</u>
Name of Project	:	Supply and delivery of Flight Progress Strips for various ATS
		Facilities
Approved Budget for		
for Contract	:	P400,000.00
Terms	:	See the attached Annex "A" for Terms of Reference and
		corresponding Specifications
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term	:	Thirty (30) calendar days from the receipt of Notice for Compliance
		(Note: Partial Delivery is not allowed)
Delivery Time	:	8:00 AM - 4:00 PM (working days)

Interested suppliers are required to submit their valid and current documents which must be properly fastened and sealed in an envelope:

- 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 ₱500,000.00;
- 3. PHILGEPS Certificate of Registration;
- 4. Tax Clearance;
- Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above ₱50,000.00; (Authorized representative much attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
- 6. Price quotation from (Annex "A") during submission of offer/Quotation and,
- 7. Brochure/Sample

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid.**

Price quotation/s must be valid for a period of thirty (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.

ATTY. JOHN BEAU B. MASIGLAT CCC-Chairperson



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Annex "A"

PRICE QUOTATION FORM

Date:

The Chairperson Canvass and Contract Committee Procurement Division, CAAP, MIA Road, Pasay City

Sir:

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			
S	Supply and delivery of Flight Progress Strips for va	arious ATS Faci	ilities	
	Specification	Unit Price	Total Price	
Media	Paper			
Length (mm)	300mm			
Width (mm)	25mm			
Thickness (gsm)	120gsm			
Color	White and Yellow/buff			
Quantity (White)	400,000 pcs.			
Quantity (Yellow)	400,000 pcs.			
Print and Spacing	See attached samples			
Submission of Sample	The bidders are REQUIRED to include in their bids the actual sample of the Flight Progress Strip			
Inclusive of De	livery			
	Total (Inclu	isive 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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TERMS OF REFERENCE

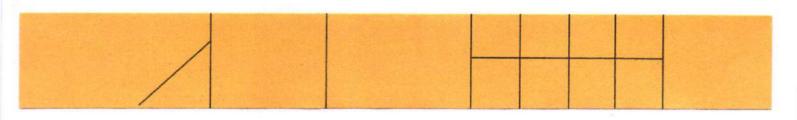
Name of Project	:	Supply and Delivery of Flight Progress Strips for Various ATS Facilities		
Approved Budget	:	Php400,000.00		
Submission of Sample	1:	The bidders are REQUIRED to include in their bids the actual sample of the Flight Progress Strip.		
Delivery Period	:	Thirty (30) calendar days from the receipt of Notice for Compliance		
		Note: Partial delivery is not allowed.		
Delivery Location	:	CAAP Head Office Warehouse		
		Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.		
		A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery.		
		A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.		
Terms of Payment : Payment upon full delivery and subject to us accounting rules and regulations.		Payment upon full delivery and subject to usual government accounting rules and regulations.		

Technical Specifications:

Media	Paper	
Length (mm)	300mm	
Width (mm)	25mm	
Thickness (gsm)	120gsm	
Color	White and Yellow/Buff	
Quantity (White)	400,000 pcs	
Quantity (Yellow)	400,000 pcs	
Print and Spacing	See attached samples	



Sample A - Yellow Flight Progress Strip used for arriving air traffic



Sample B - White Flight Progress Strip used for departing air traffic

Note: Flight Progress Strip samples are available at the ATS Planning Division office.

Prepared b

APRIL FRANCES P. OBIÑA Head, Procurement Planning Air Traffic Service Approved by:

MARLENE I. SINGSON OIC, ADG II Air Traffic Service

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