



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 “Procurement of CAAP of Sportsfest Uniform” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C23-037-06
Name of Project : Procurement of CAAP Sportsfest Uniform

Approved Budget for
for Contract : P503,800.00
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

Delivery Location : CAAP Head Office Warehouse
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:

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 Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC’s above P50,000.00; (Authorized representative must 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 if applicable

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 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 damages 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



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:

Procurement of CAAP Sportsfest Uniform				
ITEM DESCRIPTION	QTY	Unit	Unit Price	Total Price
BASKETBALL MEN JERSEY	105	SET		
VOLLEYBALL MEN JERSEY	105	SET		
VOLLEYBALL WOMEN JERSEY	84	SET		
BADMINTON JERSEY	56	SET		
TABLE TENNIS JERSEY	56	PC		
DARTS JERSEY	70	PC		
CHESS JERSEY	21	PC		
SPORTSFEST COMMITTEE UNIFORM	49	PC		
MANAGEMENT UNIFORM	20	PC		
TOTAL	566			
Total (Inclusive of VAT)				
Technical Specifications:				
1. Jersey must be sublimation (dri-fit) with CAAP logo and sports logo at the front, and number at the back (as per attached design/sample). 2. Jersey colors for each team must be as follows:				
ADMS - Pink	CSIS - Gray			
AFS - Blue	FSIS - White			
ANS - Green	ODG - Orange			
ATS - Bloody Red	Sportsfest Committee Uniform and Management Uniform - Black			
- Basketball men & Volleyball men – muscles sleeves and V-Neck - Volleyball women – short sleeves and V-Neck - Darts, Table Tennis, Badminton, and Chess – Polo Shirt - Basketball, Volleyball and Badminton – complete set (i.e., with shorts)				
3. 1 set shall be composed of 1 upper jersey, 1 short, and 1 dri-fit t-shirt. 4. Design of Sportsfest Committee Uniform and Management Uniform – see attached sample. 5. Jersey numbers shall start from number 1 onwards. No customization of numbers. 6. No Jersey Number at the back for Chess, Darts, Badminton and Table Tennis. 7. Banners for each Team / Color must be provided by the supplier – see attached sample. 8. Submit samples of Jersey upon submission of Quotation.				
Delivery Period:				
<ul style="list-style-type: none"> ● 30 days from the receipt of Notice for Compliance ● Partial Delivery is allowed. ● All services must be rendered by the winning bidder within the delivery period. ● The winning bidder must conduct/secure the sizes/measurement of all eligible individuals that will receive the jersey/uniform one week before the receipt of Notice of Compliance. ● Actual samples must be provided on the schedule below. 				
Schedule of securing sizes:				
Day 1 – Basketball Men, Volleyball Men (210 individuals)				
Day 2 – Volleyball Women, Badminton, Table Tennis (196 individuals)				
Day 3 – Darts, Chess, Committee, Management (160 individuals)				



(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



TERMS OF REFERENCE

Name of Project	:	Procurement of CAAP Sportsfest Uniform
Approved Budget	:	P 503,800.00
Delivery Period	:	<ul style="list-style-type: none"> • 30days from the receipt of Notice for Compliance • Partial delivery is allowed. • All services must be rendered by the winning bidder within the delivery period. • The winning bidder must conduct/secure the sizes/measurement of all eligible individuals that will receive the jersey/uniform one week before the receipt of Notice of Compliance. • Actual samples must be provided on the schedule below. <p>Schedule of securing the sizes: Day 1 – Basketball Men, Volleyball Men (210 individuals) Day 2 – Volleyball Women, Badminton, Table Tennis (196 individuals) Day 3 – Darts, Chess, Committee, Management (160 individuals)</p>
Delivery Location	:	CAAP Head Office Warehouse <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.</i> <i>A Written Notice must be sent to the official email address of the Procurement Division (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) at least seven (7) calendar days prior to the intended date of delivery.</i> <i>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.</i>
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Item Description and Quantity:

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BASKETBALL MEN JERSEY	105	SET
VOLLEYBALL MEN JERSEY	105	SET
VOLLEYBALL WOMEN JERSEY	84	SET
BADMINTON JERSEY	56	SET
TABLE TENNIS JERSEY	56	PC
DARTS JERSEY	70	PC
CHESS JERSEY	21	PC
SPORTSFEST COMMITTEE UNIFORM	49	PC
MANAGEMENT UNIFORM	20	PC
TOTAL	566	



Technical Specifications:

1. Jersey must be **sublimation (dri-fit)** with **CAAP logo and sports logo at the front, and number at the back** (as per attached design/sample).
2. Jersey colors for each team must be as follows:


ADMS - Pink	CSIS - Grey
AFS - Blue	FSIS - White
ANS - Green	ODG - Orange
ATS - Bloody Red	Sportsfest Committee Uniform and Management Uniform - Black

- Basketball men & Volleyball men - muscle sleeves and V-neck
- Volleyball women - short sleeves and V-Neck
- Darts, Table Tennis, Badminton, and Chess - polo shirt
- Basketball, Volleyball and Badminton - complete set (i.e., with shorts)

3. **1 set shall be composed of 1 upper jersey, 1 short, and 1 dri-fit t-shirt.**
4. Design of Sportsfest Committee Uniform and Management Uniform - see attached sample.
5. Jersey numbers shall start from number 1 onwards. No customization of numbers.
6. **No Jersey Number** at the back for Chess, Darts, Badminton and Table Tennis.
7. Banners for each Team / Color must be provided by the supplier - see attached sample.
8. Submit samples of Jersey upon submission of Quotation.

Prepared by:

Approved by:


Mr. JOE MARIE ANTHONY E. ELIGIO
Vice-Chairperson
Sportsfest Committee


Ms. NICOLE M. RAMOS
Overall Chairperson
Sportsfest Committee



12/08/2010

V. L. H. H. H.



