



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 **“Purchase of 36 Conference Chair at 4th Floor Conference Room”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C23-044-08**
 Name of Project : **Purchase of 36 Conference Chair at 4th Floor Conference Room**

Approved Budget for
 for Contract : **P293,760.00**
 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 / Partial delivery is **not allowed**

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 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 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 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



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:

Purchase of 36 Conference Chair at 4th Floor Conference Room				
Technical Specifications / Requirements	QTY	Unit	Unit Price	Total Price
Code OC-22H High Back Executive Chair Color Black Back and seat in leatherette finish With Headrest in Chrome Armrest Top Covered with leatherette finish In metal chrome prong base, with gas lift	36	Conference Chair		
Total (Inclusive of VAT)				
Warranty: One (1) year warranty on materials, parts & labor and replacement shall be upon delivery and acceptance.				

(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
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

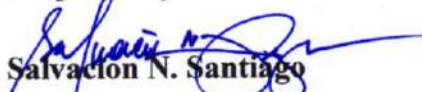
TERMS OF REFERENCE

Name of Project	PURCHASE OF 36 CONFERENCE SHAIR at 4th Floor Conference room
Approved Budget	PHp293,760.00
Delivery Period	Thirty (30) days from the receipt of Notice for Compliance <i>Note: Partial Delivery is not Allowed</i>
Delivery Location	CAAP Head Office Warehouse <i>Note: Delivery must be made only from 8:00am-4:00pm during regular days.</i> <i>A written Notice must be sent to the official email address of the Procurement Division, and Supply Diision 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.</i> <i>None compliance may be a ground refusal of entry to the premises and receipt of delivery with no fault on the part of Civil Aviation Authority of the Philippines.</i>
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations.
Warranty	With 1 year warranty on materials, parts & Labor and replacement shall be upon Delivery and acceptance.

TECHNICAL SPECIFICATIONS

	UNIT	DESCRIPTION	QUANTITY
1.	CONFERENCE CHAIR	* Code OC-22H * High Back Executive Chair * Color Black *Back and seat in leatherette finish * With headrest in chrome *Armrest top covered with leatherette finish *In metal crome prong base, with gas lift	36

Prepared by:


Salvacion N. Santiago
Procurement Officer B

Noted:


ATTY. JOHN BEAU B. MASIGLAT
OIC, Procurement Division

SPECIFICATIONS
CONFERENCE CHAIR
(4th Floor Conference Room)

Item	Specification
1.	CODE OC-22H Black color
2.	High Back Executive Chair
3.	Back and seat in leatherette finish
4.	With a headrest in chrome armrest top covered with leatherette finish
5.	In metal chrome prong base, with gas lift
6.	With 1 year warranty
7.	Free lifetime service



CONFERENCE CHAIR (HIGH BACK CHAIR)