



## 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 Janitorial Supplies for CAAP Central Office" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No.	:	<b>C23-120-11</b>
Name of Project	:	<b><u>Purchase of Janitorial Supplies for CAAP Central Office</u></b>
Approved Budget for for Contract	:	<b><u>P941,930.00</u></b>
Terms	:	See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term	:	<b><u>Thirty (30) Calendar Days</u></b> from the receipt of Notice for Compliance Partial delivery is <b>not allowed</b> .
Delivery Location	:	<b>CAAP Head Office Warehouse</b>
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 P 50,000.00; (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.

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.

The quotation shall be submitted in sealed envelope on or before the closing date of ~~DEC 01 2023~~ at 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. JOHN BEAU B. MASIGLAT  
Chairperson, Canvass and Contract Committee  
Officer-In-Charge, Procurement Division  
Gate 3 CAAP, Old MIA Road  
Pasay City, Metro Manila

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.

  
**MELINA C. REYES**  
CCC Vice-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:

<b>Purchase of Janitorial Supplies for CAAP Central Office</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Air freshener liquid	50	gals.		
Bleach, high grade	50	gals.		
Broom soft (tambo)	80	pcs.		
Declogger, liquid	10	gals.		
Detergent, powder all purpose, 1kg per pouch	1120	pouch		
Dishwashing liquid	40	gals.		
Door mat, cloth	50	pcs.		
Dust mop, set	10	cans		
Flannel cloth	80	pcs.		
Gum remover	4	gals.		
Hand brush	20	pcs.		
Hand gloves, cotton	60	pairs		
Hand gloves, industrial	60	pairs		
Alcohol	50	gals.		
Hand sprayer, trigger type	50	pcs.		
Insecticide, aerosol type, 600ml	50	pcs.		
Jumbo roll tissue paper	20	rolls		
Dust pan, Jumbo size	20	pcs.		
Liquid hand soap	50	gals.		
Liquid sealer wax	50	gals.		
Toilet brush with handle	80	pcs.		
Laundry gloves, medium	60	pairs		
Laundry gloves, large	60	pairs		
Metal polish	20	cans		
Mop handle	40	pcs.		
Mophead, made of rayon, wt: 400grms	100	pcs.		
Muriatic acid, high grade	50	gals.		
Pad holder 16" dia.	5	pcs.		
Pad holder 10" dia.	5	pcs.		
Paper towel 175pulls (approximate)	500	packs		



sheet size 200mm x 200mm				
Rubber matting loop (spaghetti matting)	30	mtrs		
Polishing pad 16' dia.	50	pcs.		
Push brush with handle	10	pcs.		
Scented gel 180grams	50	pcs.		
Scotch brite	80	packs		
Scrubbing pad 16" dia.	100	pcs.		
Tissue paper 2ply, 400sheet, 24rolls/pack	1000	packs		
Toilet plunger	10	pcs.		
Toilet bowl brush	40	pcs.		
Sticky mat/tacky mat 30sheets/pad	50	pad		
Stripping wax	40	gals.		
Stainless steel cleaner and polish 600grams	10	pcs.		
Spin mop bucket	10	pcs.		
<b>Total (Inclusive of VAT)</b>				

(Amount in Words)

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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	:	Purchase of janitorial supplies for CAAP Central Office
Approved Budget	:	Php941,930.00
Delivery Period	:	<b>Thirty (30) Calendar Days</b> from the receipt of Notice for Proceed  Partial delivery is <b>allowed</b>
Delivery Location/s	:	Supply Division Warehouse Ground Floor, CAAP General Services Building Gate 3, Civil Aviation Authority of the Philippines (CAAP) Baltao Road, Pasay City Metro Manila
Delivery Condition(s)	:	1. Acceptance of delivery shall be from 8:00A.M to 4:00P.M only during regular working days.  2. A written notice must be sent via email to the Procurement Division ( <a href="mailto:procurement@caap.gov.ph">procurement@caap.gov.ph</a> ), and Supply Division ( <a href="mailto:supply@caap.gov.ph">supply@caap.gov.ph</a> ) at least seven (7) working days prior to the intended date of delivery.  3. Upon receipt of the Notice of Delivery, a confirmation of availability of End-User and/or Technical Inspection and Acceptance Committee (TIAC) must be received by the Supplier from the Procurement Division within two (2) working days before proceeding with the delivery.  4. The Supplier's noncompliance to the delivery conditions stipulated herein and in the Approved Contract shall be a ground for refusal of entry to the CAAP premises and receipt of delivery, with no fault on the part of the CAAP.
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

**Technical Specification**

Unit	Item Description	Qty.
gals.	Air freshener liquid	50
gals.	Bleach, high grade	50
pcs.	Broom soft (tambo)	80
gals.	Declogger, liquid	10
pouch	Detergent, powder all purpose, 1kg. Per pouch	1120
gals.	Dishwashing liquid	40
pcs.	Door mat, cloth	50

cans	Dust mop, set	10
pcs.	Flannel cloth	80
gals.	Gum remover	4
pcs.	Hand brush	20
pairs	Hand gloves, cotton	60
pairs	Hand gloves, industrial	60
gals.	Alcohol	50
pcs.	Hand sprayer, trigger type	50
pcs.	Insecticide, aerosol type, 600ml	50
rolls	Jumbo roll tissue paper	20
pcs.	Dust pan, Jumbo size	20
gals.	Liquid hand soap	50
gals.	Liquid sealer wax	50
pcs.	Toilet brush with handle	80
pairs	Laundry gloves, medium	60
pairs	Laundry gloves, large	60
cans	Metal polish	20
pcs.	Mop handle	40
pcs.	Mophead, made of rayon, wt: 400grms	100
gals.	Muriatic acid, high grade	50
pcs.	Pad holder 16" dia.	5
pcs.	Pad holder 10" dia.	5
packs	Paper towel 175pulls (approximate sheet size 200mm x 200mm)	500
mtrs.	Rubber matting loop (spaghetti matting)	30
pcs.	Polishing pad 16" dia.	50
pcs.	Push brush with handle	10
pcs.	Scented gel 180grams	50
packs	Scotch brite	80
pcs.	Scrubbing pad 16" dia.	100
packs	Tissue paper 2ply, 400sheet, 24rolls/pack	1000
pcs.	Toilet plunger	10
pcs.	Toilet bowl brush	40

pad	Sticky mat/tacky mat 30sheets/pad	50
gals.	Stripping wax	40
pcs.	Stainless steel cleaner and polish 600grams	10
pcs.	Spin mop bucket	10

  
**MELINA C. REYES**  
Division Chief III, FMD