



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY  
 OF THE PHILIPPINES**



**REQUEST FOR QUOTATION**

Date: January 22, 2024  
 RFQ: BSVP 2024-001

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 TIN No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**PROCUREMENT: Supply and Delivery of Purified Drinking Water and Paper Cups for the month of February 2024 at Iloilo International Airport**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation.

Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (**Business Permit, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation**) **not later than January 26, 2024 at 9:30am.**

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

**(SGD.) ROBERTO B. MONTELIJAO JR.**

Procurement Officer

**TERMS AND CONDITIONS:**

- Bidders must provide **correct and accurate** information required in this form.
- Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- Bidders must quote for all the items.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative's
- The item/s shall be delivered within **Five (5) calendar days** from receipt of purchase order.
- The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO 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.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)		Approved Budget of the Contract	OFFER								
				PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS		
				QTY	Unit Price	Total Price		Yes	No			
			<b>Php 48,300.00</b>									
1 Purified Drinking Water	450	jugs										
2 330ml Bottled Water (30 bottles/pack)	900	bottles										
3 Paper Cups	15,000	pcs										
Terms of Reference:												
* Bidder must provide at least 15 water dispensers for the whole contract duration.												
* No. of gallons of water delivery is upon request, however, bidder must make sure that the no. of gallons shall be delivered throughout the duration.												
* Maintenance shall be done by the bidder and repairs shall be done by the bidder within the timeframe and bidder must replace/compliment water dispenser needed.												

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER							
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS	
			QTY	Unit Price	Total Price		Yes	No		
* In case there are complaints on the quality of water, the bidder shall replace the same.										
* Bidder must provide a Sanitary Permit and Water Analysis of Potability/Water Test Result.										
<b>TOTAL</b>										

\_\_\_\_\_  
*Signature over Printed Name*

\_\_\_\_\_  
 Contact Number (Landline and/ or Cellphone Nos)/Email Address