



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



22 February 2024
Date

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the **Civil Aviation Authority of the Philippines (CAAP), Area Center V**, in connection with the implementation of the **Supply & Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For March & April 2024)** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our **Canvass and Contract Committee (CCC)** not later than **2:00 p.m.** on **28 February 2024** at the CAAP's physical address at the **BAC/CCC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.**

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
1	Pc	6	Air Freshener Car Gel 70g		
2	Pc	24	Air Freshener Scented Gel 180g		
3	Bot	12	Bleaching Solution		
4	Pc	10	Broom, High Quality Walis Tambo, Soft Broom		
5	Pc	10	Broom, Stick (Tingting)		
6	Pc	25	Cleanser Powder 350g		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
7	Pc	24	Deodorant Cake, 100g		
8	Pack	30	Detergent Powder 500g		
9	Bot	20	Dishwashing Liquid 780ml		
10	Pc	10	Doormat Cloth		
11	Bot	6	Dust Pan		
12	Bot	24	Floor Tile Cleaner 500ml		
13	Bot	10	Furniture Cleaner, 330ml		
14	Bot	24	Glass Cleaner Spray 500ml		
15	Pair	24	Hand Gloves Cloth		
16	Pair	12	Hand Gloves Rubber		
17	Pc	20	Mop Head, Cotton		
18	Pc	6	Mop w/ Squeezer, Heavy Duty		
19	Bot	10	Muriatic Acid, 1L		
20	Bundle	15	Rags		
21	Pc	20	Spin Mop Head		
22	Pc	10	Toilet Bowl Brush		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
23	Box	24	Toilet Bowl Cleaning Strip, Stick-on, (10 grams x 3)		
24	Bot	24	Toilet Bowl/Urinal Cleaner 500ml.		
25	Pc	6	Toilet Rubber Pump, HD		
TOTAL AMOUNT OF QUOTATION					

Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, and Brochures/pictures indicating brand name, manufacturer's name, and description of the housekeeping and cleaning supplies, except for the broom stick (tingting), doormat cloth, and rags shall be automatically disqualified. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below.

Quotations must be delivered to the **Civil Aviation Authority of the Philippines, Area Center V** at its physical address at the **BAC/CCC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay not later than 2:00 p.m. on 28 February 2024.**

Online submission is not allowed and late quotations shall not be accepted. All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply And Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For March & April 2024).**

TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For March & April 2024)
Approved Budget	Php 125,985.00
Delivery Period	Fifteen (15) calendar days.
Delivery Location/s	Supply Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay
Delivery Conditions	<ol style="list-style-type: none"> 1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days. 2. The CAAP-BIA Inspection Committee shall have right to inspect and/or test the goods delivered to confirm their conformity to the technical specifications. 3. In case of failure to make the full delivery within the prescribed delivery period , a penalty of one-tenth (1/10) of one (1) percent shall be imposed per day of delay.
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations

Very truly yours,


EPIFANIO O. PRINIA, JR.
 Chairperson, Contract and Canvass Committee

EPIFANIO O. PRINIA, JR.
Chairperson, Canvass and Contract Committee
Civil Aviation Authority of the Philippines
Bicol International Airport
Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

Signature Over Printed Name of Dealer/Supplier

TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply And Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For March & April 2024)** project to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA
Canvasser