



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 materials for the creation of storage room to be used by CRAD Office located at CAAP Transmitter Station, Fort Bonifacio, Taguig City in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-003-02**
 Name of Project : **Purchase of materials for the creation of storage room to be used by CRAD Office located at CAAP Transmitter Station, Fort Bonifacio, Taguig City**
 Approved Budget for Contract : **P88,656.00**
 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 **allowed**.
 Delivery Location : **Manila Transmitter Station Fort Bonifacio, Taguig City**
 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.

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.

MAR 20 2024

The quotation shall be submitted in sealed envelope on or before the closing date of _____ 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.



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 materials for the creation of storage room to be used by CRAD Office located at CAAP Transmitter Station, Fort Bonifacio, Taguig City				
Technical Specifications	QTY	Unit	Unit Price	Total Price
6.0MM thk. x 4' x 8' Ficem Board	19	pcs		
76mm x 3.0m x 0.6mm thk. Metal studs	26	pcs		
76mm x 3.0m x 0.5mm thk. Metal tracks	13	pcs		
Blind rivets 1/8" x 1/2"	400	pcs		
Self drill screws, 25mm galvanized or zinc coated	750	pcs		
Screw bit	15	pcs		
1" dia. Drive pin (Low vel. Power fasteners w/ washer) 100 pcs/box	1	box		
Cartridge (6.8 x 11mm .27 Caliber Safety Strip Power Loads) 100 pcs/box	1	box		
Fiberglass mesh tape, self-adhesive, 2 in. x 250 ft.	2	rolls		
Metal drill bit, heavy duty, 3/16" dia.	15	pcs		
Hand Riveter	1	pc		
Snips metal cutter	1	pc		
Vice grip, heavy duty	1	pc		
Semi-Gloss Latex Paint white, (premium quality)	2	tins		
SkiM coat, super fine, white (20kls)	2	bags		
Body filler w/ hardener	1	gal		
Baby Roller 4" w/ handle	10	pcs		
Paint brush 2"	3	pcs		
Roller brush pan (tray)	5	pcs		
Sanding paper #100	5	mtrs		
Sanding paper #220	25	pcs		
150m – THHN wire str., 3.5 sq. mm, lead free	1	box		
LED tube, 8W, T8 with 800 lumens and 15,000 hours nominal lifetime, single and power conn.	30	pcs		
50 m – Conduit Flexible pipe, thickwall 1/2" dia,	2	rolls		
PVC orange flexible connector 1/2" dia.	25	pcs		
Electrical tape, big	15	rolls		
WF Lockset (for alum. Framed glass door)	1	set		
2" x 4" x 10', S4S, KD Lumber (Door jamb)	1	pc		
2" x 4" x 8', S4S KD Lumber (Door jamb)	1	pc		



2" x 3" x 10', S4S, KD Lumber (Door Frame)	4	pcs		
1-1/2" x 2" x 12', S4S, Lumber (Door brace)	2	pcs		
3" x 3" Loose pin type hinges	2	sets		
Door lock set (ordinary door knob)	1	pc		
Door closer	1	pc		
2 gang outlet convenient outlet with plate and cover, wide series	2	sets		
Utility box, surface mounted type (AMCO Box)	2	sets		
20Amps, 220-230V, Circuit breaker	1	pcs		
30Amps, 220-230V, Circuit breaker	1	pc		
1/2" PVC Moulding	4	pcs		
Total (Inclusive of VAT)				

(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 materials for the creation of storage room to be used by CRAD Office located at CAAP Transmitter Station, Fort Bonifacio, Taguig Metro Manila
Approved Budget	:	Php88,656.00
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Compliance Note: Partial delivery is allowed
Delivery Location/s	:	Manila Transmitter Station Fort Bonifacio, Taguig Metro Manila
Delivery Condition(s)	:	<p>1. Acceptance of delivery shall be from 8:00A.M to 4:00P.M only during regular working days, upon coordination with the Buildings and Grounds Maintenance Section Office.</p> <p>2. A written notice must be sent via email to the Procurement Division (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) at least seven (7) working days prior to the intended date of delivery.</p> <p>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.</p> <p>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.</p>
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specification

Unit	Item Description	Qty.
pcs.	6.0MM thk. x 4' x 8' Ficem Board	19
pcs.	76mm x 3.0m x 0.6mm thk. Metal studs	26
pcs.	76mm x 3.0m x 0.5mm thk. Metal tracks	13
pcs.	Blind rivets 1/8" x 1/2"	400
pcs.	Self drill screws, 25mm galvanized or zinc coated	750
pcs.	Screw bit	15
box	1" dia Drive pin (Low vel. power fasteners w/ washer) 100 pcs./box	1
box	Cartridge (6.8 x 11mm .27 Caliber Safety Strip power Loads) 100 pcs./box	1
rolls	Fiberglass mesh tape, self-adhesive, 2 in.x 250 ft.	2
pcs.	Metal drill bit, heavy duty, 3/16" dia.	15
pc.	Hand Riveter	1
pc.	Snips metal cutter	1
pc.	Vice grip, heavy duty	1
tins	Semi-Gloss Latex Paint white, (premium quality)	2
bags	Skim coat, super fine, white (20kls.)	2
gal.	Body filler w/ hardener	1

pcs.	Baby roller 4" w/ handle	10
pcs.	Paint brush 2"	3
pcs.	Roller brush pan (tray)	5
mtrs.	Sanding paper #100	5
pcs.	Sanding paper # 220	25
box	150m - THHN wire str., 3.5 sq.mm., lead free	1
pcs.	LED tube, 8W, T8 with 800 lumens and 15,000 hours nominal lifetime, single end power conn.	30
rolls	50 m - Conduit Flexible pipe, thickwall 1/2" dia.	2
pcs.	PVC orange flexible connector 1/2" dia.	25
rolls	Electrical tape, big	15
set	WF Lockset (for alum. framed glass door)	1
pc.	2" x 4" x 10', S4S, KD Lumber (Door jamb)	1
pc.	2" x 4" x 8', S4S, KD Lumber (Door Jamb)	1
pcs.	2" x 3" x 10', S4S, KD Lumber (Door Frame)	4
pcs.	1-1/2" x 2" x 12', S4S, Lumber (Door brace)	2
sets	3" x 3" Loose pin type hinges	2
pc.	Door lock set (ordinary door knob)	1
pc.	Door closer	1
sets	2 gang outlet convenient outlet with plate and cover, wide series	2
sets	Utility box, surface mounted type (AMCO Box)	2
pcs.	20Amps, 220-230V, Circuit breaker	1
pc.	30Amps, 220-230V, Circuit breaker	1
pcs.	1/2" PVC Moulding	4


EMERSON S. PAGKALIWANGAN
 Division Chief III, Central Records and Archives Division