



2024-16

April 25, 2024

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Plaridel hereby invites interested bidders for the PURCHASE OF JANITORIAL SUPPLIES AT SANGLEY AIRPORT.

A. Approved budget for the project – Php 61,876.50

Please secure Canvass form from www.philgeps.gov.ph or at the Office of the Civil Aviation Area Manager Plaridel Airport during office hours Monday to Friday starting April 26, 2024.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before May 3, 2024 at 10:00am to the Bids and Awards Committee c/o the Office of the Civil Aviation Area Manager and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP – Plaridel Airport reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call Plaridel Airport BAC Secretariat Members at (044) 794-7071 for details.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'R. Abejuela', is written over the printed name.

ROLDAN P. ABEJUELA
BAC Chairman



REQUEST FOR QUOTATION

Date : _____
 APP Item No : _____

Company/Business Name: ¹ _____
 Address: _____
 Business/Mayor's Permit No.: _____
 TIN: _____
 PhilGEPS Registration Number (required for ABC above 50k): _____

The Civil Aviation Authority of the Philippines - AreaCenter III, through its Bids and Awards Committee (BAC), intends to procure the **Purchase of Janitorial Supplies at Sangley Airport** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on May 3, 2024 at 10:00am.**

Document	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of the renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after the award of the contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after awarding of the contract but before payment. (For ABCs above P50k)
PhilGEPS Registration Certificate	In case not yet available, you may submit your expired 2023 PhilGEPS Registration Certificate with the Official Receipt of the renewal application. However, a copy of your 2024 PhilGEPS Registration Certificate shall be required to be submitted after the award of the contract but before payment. (For ABCs above P50k)
PCAB License	In case not yet available, you may submit your expired 2023 PCAB License with the Official Receipt of renewal application. However, a copy of your Valid 2024 PCAB License shall be required to be submitted after award of contract but before payment. (For ABCs above P50k if applicable)
Latest Annual Income / Business Tax Return	For ABCs above P500k, Annual Income Tax Return from previous year must be submitted.
	Once the Notice of Award of the Project (for ABC above P50k) is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 206 Revised IRR of RA 9184 to wit:

	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
Performance Security	a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	
	b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)
	c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
	Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.	

For any clarification, you may contact us at telephone no. **(044) 794-7071** or email address at **bac_area3@caap.gov.ph**.


ROLDAN P. ABEJUELA
 BAC Chairman

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **bac_area3@caap.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.

13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.

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

Purchase of Janitorial Supplies at Sangley Airport				
<i>Complete Descriptions of Articles</i>	<i>Unit</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Total Amount</i>
2 Sided Wet Floor Sign, Yellow 26inch	pc	2		
Air Freshener, aerosol, 280ml/150g min	can	12		
Broom Reed (Tambo)	pc	10		
Bath Soap	pc	12		
Bathroom Adhesive Hook	pc	3		
Broom Stick (Ting-ting)	pc	20		
Buffing Pad (for grinder, 3 pcs per set)	set	1		
Chlorine	kilo	3		
Cleanser, Toilet Bowl & Urinal, 900ml-1,000ml cap	bottle	5		
Cleanser, Scouring Powder, 350g min./can	bottle	6		
Cleaning Brush (With Handle)	pc	8		
Cleaning Cloth, microfiber, 3 pcs set	set	10		
Cleaning Waist Bag Basket	pc	1		
Detergent Powder, Cleanser	pouch	10		
Detergent Bar Soap, 125 grams as packed	pc	15		
Dipper, plastic	pc	2		
Dishwashing liquid 500ml	bottle	10		
Disinfectant Spray, aerosol type, 400-550 grams	can	10		
Doormat	pc	25		
Doormat Rubber	pc	5		
Dry Mop, heavy duty flat head (110cm)	pc	2		
Dust Pan, non-rigid plastic	pc	10		
Feather Duster	pc	2		
Floor Brush with Long handle	pc	5		
Floor Mop	pc	5		
Furniture Cleaner	bottle	2		
Garden Shovel	pc	1		
Glass Cleaner 500ml	bottle	12		
Grass Scissor 12", heavy duty	pc	3		
Hand Soap (liquid) 500ml	bottle	10		
Hand Towel For Kitchen (12 pcs per pack)	pack	3		
Insect Spray, aerosol type, 400-550 grams	can	12		
Liquid Bleach (1 Liter)	bottle	10		
Lobby Dust Pan with Broom set, heavy duty	set	2		
Mobile Trash Bin, plastic (120L)	pc	2		
Muriatic Acid (1 liter)	bottle	6		
Pail (Plastic 5 gals capacity)	pc	2		
Plunger	pc	2		
Rags, All Cotton, 32pcs per kilo per bundle	pack	24		
Scouring Pad, heavy duty, multi-purpose	pc	18		
Sponge, 75mmx30mm, 3 pcs per pack	pack	2		
Spray Bottle, 500ml	bottle	2		
Squeegee, stainless steel, extendable 25cm	pc	1		
Toilet Bowl Brush	pc	6		
Toilet deodorant cake	pc	12		
Tornado Mop, with Spin Dry Small Bucket Set	pc	3		
Tornado Mop Refill, made of microfiber	pc	6		
Trash Can, Plastic	pc	4		
Rubber Boots, non-slip with steel toe and anti-smash (size 10)	pair	2		
Rain Coat, thick material with reflective stripe (poncho type)	pc	2		

xxx Nothing Follows xxx



FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.


Payment Details:

Name of Payee: _____
TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Purchase of Janitorial Supplies at Sangley Airport
Approved Budget for the Contract: Sixty One Thousand Eight Hundred Seventy Six Pesos and 50/100 Only (PhP61,876.50)
TOTAL OFFERED QUOTATION
In Words:
In Figures:

Canvassed By:


EDELYN PEARL P. GULINAO
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es