

Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES



### **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 "<u>Supply and delivery</u> of <u>Refrigerator for CORSEC and CCS Office at H.O</u>" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No.	:	<u>C24-023-04</u>
Name of Project	:	Supply and delivery of Refrigerator for CORSEC and CCS
		Office at H.O
Approved Budget for		
Contract	:	<u>P36,000.00</u>
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 not allowed
Delivery Location	:	CAAP Head Office Warehouse
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:

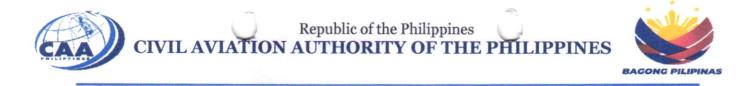
- Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- 2. Income Business Tax Return for ABC's above P500,000.00;
- 3. PHILGEPS Certificate of Registration;
- 4. Tax Clearance;
- Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000.00; (Authorized representative much 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  $\frac{MAY \ 10 \ 2024_{at}}{10:00 \ AM, \ CAAP \ Procurement \ Division \ and \ addressed \ to:}$ 

ATTY. JOHN BEAU B. MASIGLAT Chairperson, Canvass and Contract Committee 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.

U.B. MASIGLAT ATTY. JO CCC Chairperson



# Republic of the Philippines CI\_L AVIATION AUTHOR\_Y OF THE PHILIPPINES



#### **PRICE QUOTATION FORM**

Date:

The Chairman Canvass and Contract Committee Procurement Division, CAAP MIA Road, Pasay City

Sir:

After having read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Supply and Delivery of Refrigerat	or for CORS	EC and C	CS Office at H.	0.
Technical Specifications	QTY	Unit	Unit Price	Total Price
Refrigerator				
Specification				
*At least 6cu.ft. Two Door Direct Cool Refrigerator				
*Dimension: 140 x 50 x 52cm				
*Gross Weight: at least 36kg				
*Wattage: 125Watts				
*Hard Refrigerator Top				
*Non-Inverter				
*Consume very minimal electricity: 125Watts				
*With Automatic energy saver				
*Extra Large Freezer space: At least 51H x 47W cm				
TOTAL (Inclusive of VAT)				
(Amount in Words)				

(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

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Republic of the Philippines



### **TERMS OF REFERENCE**

Name of Project	:	Supply and delivery of Refrigerator for CORSEC	and CCS office at I	H.O.
Approved Budget	:	РНР 36,000.00		1
Delivery Period	:	Thirty (30) days from the receipt of Notice for Note: Partial delivery is <b>not allowed.</b>	r Compliance	AN BURGA MH
Delivery Location	:	<ul> <li>CAAP Head Office Warehouse</li> <li>Note: Delivery must be made only from 8:0 days.</li> <li>A Written Notice must be sent to the official Division, and Supply Division at least seven intended date of delivery.</li> <li>A confirmation of availability of concerner supplier before proceeding with the delivery. for refusal of entry to the premises and recerpart of the Civil Aviation Authority of the Phil.</li> </ul>	l email address o en (7) calendar ed office must be None compliance eipt of delivery w	f the Procurement days prior to the e received by the e may be a ground
Terms of Payment	:	Payment upon full delivery and subject to usu regulations.	al government ac	counting rules and
Warranty	:	One (1) year warranty on parts and services fi	rom the date of ac	ceptance

# Specification

UNIT	DESCRIPTION			
	REFRIGERATOR			
	SPECIFICATION			
	* At least 6 cu.ft. Two Door Direct Cool Refrigerator			
Units	* Dimension: 140 x 50 x 52 cm	* Non-Inverter	2	
	* Gross Weight: At least 36	* Consume Very minimal Electricity: 125 watts		
	* Wattage: 125 watts	* With Automatic Energy saver		
	* Hard Refrigerator Top	* Extra Large Freezer Space: At least 51H x 47W cm		

Prepared by:

FREDILIM O. LIBIANO Office Clerk

Approved by: ATTY. JOHN BEAU B. MASIGLAT Officer-in-Charge, Procurement Division