



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 “Supply, delivery, and replacement/installation of Sealed Lead Acid Maintenance-Free Batteries for Eaton UPS and Automatic Transfer Switch at Manila CNS Facility” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-039-05**
 Name of Project : **Supply, delivery, and replacement/installation of Sealed Lead Acid Maintenance-Free Batteries for Eaton UPS and Automatic Transfer Switch at Manila CNS Facility**
 Approved Budget for Contract : **P243,900.00**
 Terms : See the attached Annex “A” for Terms of Reference and corresponding Specifications
 Location : Procurement Division, CAAP, MIA Road, Pasay City
 Delivery Term : **Forty (40) calendar days** from the receipt of Notice for Compliance
 Delivery Location : **Partial delivery is not allowed**
 Delivery Time : **Manila CNS Facility**
 Delivery Time : **8:00 AM – 4:00 PM**

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.

The quotation shall be submitted in sealed envelope on or before the closing date of **MAY 17 2024** at 10:00 AM, CAAP Procurement Division and addressed to:

MELINA C. REYES
 Vice-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.


MELINA C. REYES
CCC Vice-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:

Supply, Delivery, and Replacement/Installation of Sealed Lead Acid Maintenance-Free Batteries for Eaton UPS and Automatic Transfer Switch at Manila CNS Facility				
Technical Specifications	QTY	Unit	Unit Price	Total Price
12V - 7Ah, 151mm x 65mm x 94mm, F2 terminal	216	pcs		
12V - 26Ah, 176mm x 126mm x 166mm, NB Terminal	9	pcs		
Supply of labor, delivery, installation/replacement, calibration, testing and commissioning.	1	lot		
Total (Inclusive of VAT)				

The above-quoted prices are inclusive of all costs and applicable taxes.

Additional Requirements:

- a. Must be accompanied by a list of ongoing and completed contracts for the past five (5) years related to Supply of UPS Battery projects
- b. A submission of Technical Datasheet of each item must be submitted
- c. A *Method of Working Procedures* should be submitted by the winning bidder and approved by the end user prior to the commencement of the activity.
- d. Test and Commissioning Report must be submitted to the end user signed by the supplier representative and attested by the end- user representative.

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address



TERMS OF REFERENCE

Name of Project	: Program of Work for the Supply, Delivery, replacement & Installation of Sealed Lead Acid Mntc. Free Batteries for Eaton UPS and Automatic Transfer Switch at Manila CNS Facility
Approved Budget	: Php 243,900.00
Delivery Period	: Forty (40) calendar days after receipt of Notice of Compliance <i>Note: Partial delivery is not allowed.</i>
Delivery Location	: Manila CNS Facility <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days. A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery of service. A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	: Payment upon full delivery and subject to usual government accounting rules and regulations.

SCOPE OF WORK:

1. Supply and Delivery of Sealed Lead Acid Maintenance Free Batteries to Manila CNS Facility. a. 12V - 7Ah, 151mm x 65mm x 94mm, F2 terminal b. 12V - 26Ah, 176mm x 126mm x 166mm, NB Terminal
2. Supply of Labor and Expertise for the replacement of Batteries for the Two (2) units of 30kVA Eaton UPS and Automatic Transfer Switch
3. Includes Calibration, testing, and commissioning of UPS
4. Includes remedial measures and recommendations if any problem be detected during the course of Preventive Maintenance.
5. Include two (2) years life expectancy or warranty for all batteries from date of installation.


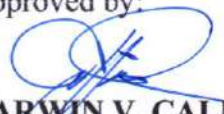
TECHNICAL SPECIFICATIONS/ REQUIREMENTS:

1 12V, 7.0Ah	Batteries for UPS	2 12V, 26Ah	Batteries for ATS
Voltage Rating	:12V	Voltage Rating	:12V
Capacity	:7 Ah or greater	Capacity	:26 Ah or greater
Type	:VRLA, Industrial	Type	:VRLA, Industrial
Dimension in mm	:151 * 65 * 100	Dimension in mm	:176*126*166
Weight in kg	:2.2	Weight in kg	:9.2

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- c. A *Method of Working Procedures* should be submitted by the winning bidder and approved by the end user prior to the commencement of the activity.
- d. Test and Commissioning Report must be submitted to the end user signed by the supplier representative and attested by the end- user representative.

<p>Prepared by:</p>  <p>JHOE BENN P. TANGO CNSO II EMMID-ANOD</p>	<p>Approved by:</p>  <p>DARWIN V. CALLO <i>Division Chief</i> EMMID-ANOD</p>
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