



## 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 various refrigerant for the use in preventive maintenance of air-conditioning unit at CAAP Central Office” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-042-05**  
Name of Project : **Purchase of various refrigerant for the use in preventive maintenance of air-conditioning unit at CAAP Central Office**  
Approved Budget for Contract : **P90,250.00**  
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 **not allowed**  
Delivery Location : **CAAP Head Office Warehouse**  
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:

**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.

  
**ATTY. JOHN BEAU B. MASIGLAT**  
CCC Chairperson



### PRICE QUOTATION FORM

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 various refrigerant for the use in preventive maintenance of air-conditioning unit at CAAP Central Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Refrigerant (R22) 13.6 kg	8	Cylinder		
Refrigerant (32) 3.3 kg	8	Cylinder		
Refrigerant (R40) 13.6 kg	5	Cylinder		
Access Valve	20	Pcs.		
Silver Rod	30	Pcs.		
<b>Total (Inclusive of VAT)</b>				

(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

\_\_\_\_\_  
Contract No.

\_\_\_\_\_  
Email Address






Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**TERMS OF REFERENCE**

Name of Project	:	Purchase of Various Refrigerant for the use in Preventive Maintenance of Air-Conditioning Unit at CAAP Central Office
Approved Budget	:	Php90,250.00
Delivery Period	:	<b>Thirty (30) Calendar Days</b> from the receipt of Notice for Compliance  Partial delivery is <b>not allowed</b>
Delivery Location/s	:	Supply Division Warehouse Ground Floor, CAAP General Services Building Gate 3, Civil Aviation Authority of the Philippines (CAAP) Baltao Road, Pasay City Metro Manila
Delivery Condition(s)	:	1. Acceptance of delivery shall be from 8: 00A.M to 4: 00P.M only during regular working days.  2. A written notice must be sent via email to the Procurement Division ( <a href="mailto:procurement@caap.gov.ph">procurement@caap.gov.ph</a> ), and Supply Division ( <a href="mailto:supply@caap.gov.ph">supply@caap.gov.ph</a> ) at least seven (7) working days prior to the intended date of delivery.  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.  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.
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

**Technical Specification**

Unit	Item Description	Qty.
Cylinder	Refrigerant (R22) 13.6 kg	8
Cylinder	Refrigerant (R32) 3.3 kg	8
Cylinder	Refrigerant (R40) 13.6 kg	5
Pcs.	Access Valve	20
Pcs.	Silver Rod	30

  
**MELINA C. REYES**  
Division Chief III, FMD