



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



22 May 2024
Date

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the **Civil Aviation Authority of the Philippines (CAAP), Area Center V**, in connection with the implementation of the **Supply & Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For July & August 2024)** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our **Canvass and Contract Committee (CCC)** not later than **2:00 p.m.** on **31 May 2024** at the CAAP's physical address at the **BAC/CCC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.**

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
1	Pc	12	Air Freshener Car Gel 70g		
2	Pc	36	Air Freshener Scented Gel 180g		
3	Bot	24	Air Freshener Spray 320ml		
4	Bot	48	Bleaching Solution 1L		
5	Pc	15	Broom, High Quality Walis Tambo, Soft Broom, 3M		
6	Pc	6	Broom, Stick (Tingting)		
7	Pc	24	Chamois (Cloth Wiper)		
8	Pc	24	Cleanser Powder 350g		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
9	Bot	6	Declogger (Liquid Sosa) 500ml		
10	Pc	50	Deodorant Cake, 100g		
11	Pack	30	Detergent Powder 500g		
12	Bot	30	Dishwashing Liquid 780ml		
13	Pack	14	Dishwashing Sponge 3's		
14	Bot	24	Disinfectant Spray 340g		
15	Pc	10	Doormat Cloth (Ordinary)		
16	Pc	10	Doormat Rubberized		
17	Bot	24	Fabric Conditioner 900ml		
18	Pc	10	Floor Brush		
19	Bot	48	Floor Tile Cleaner 500ml		
20	Bot	20	Furniture Cleaner, 330ml		
21	Bot	27	Glass Cleaner Spray 500ml		
22	Pc	4	Glass Wiper		
23	Pc	10	Hand Brush, Big		
24	Pair	40	Hand Gloves (Cloth), Heavy Duty		
25	Pair	10	Hand Gloves (Rubber), Heavy Duty		
26	Bot	12	Insecticide/Multi Insect Killer aerosol type 500ml		
27	Pc	4	Mop Handle		

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
28	Pc	20	Mop Head (Spin)		
29	Pc	10	Mop head, Cotton		
30	Pc	6	Spin Mop (Tornado Mop), Big Size, Heavy Duty		
31	Bot	24	Muriatic Acid, 1L		
32	Bundle	30	Rags, All Cotton		
33	Pack	15	Scouring Pad 3's		
34	Box	50	Toilet Bowl Cleaning Strip 10g 3's		
35	Bot	50	Toilet Bowl/Urinal Cleaner 500ml		
36	Pc	6	Toilet Rubber Pump, HD		
37	Box	10	Disposable Nitrile Hand Gloves		
TOTAL AMOUNT OF QUOTATION					

Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, and Brochures/pictures indicating brand name, manufacturer's name, and description of the housekeeping and cleaning supplies, except for the broom stick (tingting), doormat cloth, and rags shall be automatically disqualified. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below.

Quotations must be delivered to the **Civil Aviation Authority of the Philippines, Area Center V** at its physical address at the **BAC/CCC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay not later than 2:00 p.m. on 31 May 2024.**

Online submission is not allowed and late quotations shall not be accepted. All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply And Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For July & August 2024).**

TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For July & August 2024)
Approved Budget	Two Hundred Twenty-Three Thousand Eight Hundred Thirty Pesos (Php 223, 830.00)
Delivery Period	Fifteen (15) calendar days.
Delivery Location/s	Supply Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay
Delivery Conditions	<ol style="list-style-type: none"> 1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days. 2. The CAAP-BIA Inspection Committee shall have right to inspect and/or test the goods delivered to check their conformity to the technical specifications. 3. In case of failure to make the full delivery within the prescribed delivery period , a penalty of one-tenth (1/10) of one (1) percent shall be imposed per day of delay.
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations

Very truly yours,


EPIFANIO O. PRINIA, JR.
 Chairperson, Contract and Canvass Committee

EPIFANIO O. PRINIA, JR.
Chairperson, Canvass and Contract Committee
Civil Aviation Authority of the Philippines
Bicol International Airport
Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

Signature Over Printed Name of Dealer/Supplier

TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply And Delivery Of Various Housekeeping & Cleaning Supplies At Bicol International Airport (For July & August 2024)** project to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA
Canvasser