



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 "Supply and Delivery of Purified Drinking Water for FY 2024 to Civil Aviation Authority of the Philippines (CAAP) Main Office" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-054-06**
Name of Project : **Supply and Delivery of Purified Drinking Water for FY 2024 to Civil Aviation Authority of the Philippines (CAAP) Main Office**
Approved Budget for Contract : **₱999,985.00**
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **One (1) year** from the receipt of Notice for Compliance
Delivery Time : 8:00 AM – 4:00 PM (Monday to Saturday)
Delivery Location : **CAAP Head Office**

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 ₱500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above ₱50,000.00; (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 ~~JUL 05 2024~~ at 10:00 AM, CAAP Procurement Division and addressed to:
~~JUL 05 2024~~

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

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 and Delivery of Purified Drinking Water for FY 2024 to Civil Aviation Authority of the Philippines (CAAP) Main Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Purified Drinking Water	28,571	5-gal container		
Minimum Of 2,400 container of 5-gallons per month or 600 containers of 5-gallons per week Provision of 150 units brand new hot & cold water dispenser (free of charge) Provision of 1,000 pieces of new 5-gallons water containers to CAAP (free of charge) Round polycarbonated resin type container Minimum of 18 stages purification process Monthly cleaning of hot & cold water dispenser Repair and maintenance of hot & cold water dispenser (parts and services free of charge) Delivery Period: Delivery shall commence from receipt of the Notice of Compliance / 07 September 2024 to 07 September 2025				



Delivery shall be made from Monday to Saturday, 8:00AM - 4:00PM

Delivery Location:

Civil Aviation Authority of the Philippines (CAAP) Old Mia Road, Pasay City, Metro Manila

General Conditions:

The supplier shall be under obligation to adhere to the following conditions while carrying out its duties and responsibilities during the implementation of the contract:

- a) Provide one hundred-fifty (150) units of New Hot and Cold- Water Dispensers and One Thousand (1,000) pieces of new 5-gallons Water Containers to CAAP free or no charge
- b) Ensure the timely delivery of purified drinking water particularly during office hours, Monday to Saturday.
- c) Conduct regular bi-monthly cleaning and proper maintenance of water dispensers for optimum operation.
- d) Provide service units of dispensers to CAAP in case of need and during special occasion/events.
- e) Provide standby units of dispenser for possible replacement of defective units.
- f) Provide the units as requested within twenty-four (24) hours from



<p>receipt of letter request.</p> <p>g) Submit to CAAP monthly microbiological/bacteriological test, physical /chemical test; and certificate of potability result conducted by any BFAD accredited testing laboratory.</p> <p>h) Bill CAAP on a calendar month basis based on actual quantity of goods delivered.</p> <p>i) Follow security measures and inspection procedure implemented by CAAP during delivery of goods and shall under no circumstances, violate standard rules and regulations at all times while inside the CAAP premises.</p> <p>j) Shall observe care and caution during the maneuvering of Supplier's Delivery vehicle, unloading and loading of goods.</p> <p>In the event of damage to life and/or property inside the CAAP premises, payment shall be withhold by CAAP until restitution to damage is made by the supplier.</p> <p>Should litigation on the court become necessary for the enforcement of the terms and conditions of this contract and for the mutual interest of the supplier and CAAP, it is agreed and understood that the case be filed exclusively in the proper courts of Pasay City.</p>				
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<p>Contract Price: The CAAP shall pay the goods in accordance with the price indicated in the financial proposal of the Supplier and shall not entertain in any price adjustment for any reason.</p> <p>Contract Duration: The supplier shall undertake to Supply and Deliver Purified Drinking Water for 07 September 2024 to 07 September 2025 but may continue to extend services upon request of CAAP while on process of procurement and prior to implementation of new contract agreement.</p> <p>CAAP shall return the water containers and dispensers provided by the Supplier with replacement of damaged water dispensers and containers after expiration of the contract.</p> <p>Prohibition of Sub-Lease: The Supplier shall not sell, assign, transfer, pledge, sub-contract or make such any other dispositions of the contract or any part of interest therein to a third party except upon written notice and with prior consent / approval by the Director General, CAAP.</p> <p>Termination/Rescission of Contract: Failure on the part of the Supplier to comply with any of the terms and conditions set forth, shall give the CAAP the right to revoke the contract within fifteen (15) days upon receipt by the Supplier of</p>				
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the Notice of Termination from the CAAP.				
Total (Inclusive of VAT)				

(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




TERMS OF REFERENCE

Name of Project	: Supply and Delivery of Purified Drinking Water for FY 2024 to Civil Aviation Authority of the Philippines (CAAP) Main Office
Approved Budget	: <u>Php999,985.00</u>
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Delivery Location	: Civil Aviation Authority of the Philippines (CAAP) Old MIA Road, Pasay City, Metro Manila
General Conditions	: The Supplier shall be under obligation to adhere to the following conditions while carrying out its duties and responsibilities during the implementation of the contract: <ul style="list-style-type: none">a) Provide one hundred-fifty (150) units of New Hot and Cold-Water Dispensers and One Thousand (1,000) pieces of new 5-gallons Water Containers to CAAP free or no charge.b) Ensure the timely delivery of purified drinking water particularly during office hours, Monday to Saturday.c) Conduct regular bi-monthly cleaning and proper maintenance of Water Dispensers for optimum operation.d) Provide service units of dispensers to CAAP in case of need and during special occasion /events.e) Provide standby units of dispenser for possible replacement of defective units.f) Provide the units as requested within twenty-four (24) hours from receipt of letter request.g) Submit to CAAP Monthly Microbiological / Bacteriological Test, Physical / Chemical Test; and Certificate of Potability result conducted by any BFAD accredited testing laboratory.h) Bill CAAP on a calendar month basis based on actual quantity of goods deliveredi) Follow security measures and inspection procedure implemented by CAAP during delivery of goods and shall under no circumstances, violate standard rules and regulations at all times while inside the CAAP premises.j) Shall observe care and caution during the maneuvering of Supplier's Delivery vehicle, unloading and loading of goods. In the event of damage to life and/or property inside the CAAP premises, payment shall be withhold by CAAP until restitution to damage is made by the Supplier. Should litigation on the court become necessary for the enforcement of the terms and conditions of this contract and for the mutual interest of the supplier and CAAP, it is agreed and understood that the case be filed exclusively in the proper courts of Pasay City.
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Termination/Rescission of Contract	: Failure on the part of the Supplier to comply with any of the terms and conditions set forth, shall give the CAAP the right to revoke the contract within fifteen (15) days upon receipt by the Supplier of the Notice of Termination from the CAAP.

Prepared by:


 MONALISA P. IMPERIAL
Supply Officer I
 Supply Division

Approved by:


 GEMB KAHMIL P. GARCIA-ANISCOL
Officer-In-Charge
 Supply Division