



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 "General Pest Control on selected buildings at CAAP Central Office" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-071-07**
Name of Project : **General Pest Control on selected buildings at CAAP Central Office**
Approved Budget for Contract : **P429,082.56**
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery/Service Term : **One (1) Year** from the receipt of Notice for Compliance
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP Central Office (Annex Building, Admin Building and ATS Building)**

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 **JUL 23 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.

Pasay City, July 22, 2024

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.

General Pest Control on Selected Buildings at CAAP Central Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<p>General Pest Control Area covered: 1. Annex Building - G/F to 2/F 1,548.44sq.m 2. Admin Building - Basement to 5/F 9,689.52sq.m 3. ATS Building - G/F to 3/F 691.00sq.m Scope of Works: 1. Surface spraying - Service that uses compressed sprayer to distribute approved FDA/FPA pesticides with water, on areas prone of crawling insects. Spraying focuses mainly on kitchen areas, drainages, cracks and crevices and hidden surfaces. This type of treatment is guaranteed to control the general infestation right on the spot with long residual effect. 2. Misting Operation - Service shall be performed with the use of electro mist dispenser, which transforms spray into microns for effective control of all disease transmitting and destructive flying and crawling insects. 3. Gel Baiting for cockroaches and ant - Service will be performed if there are severe infestations. This non-toxic, no odor gel will be placed to cracks and crevices, under tables, sink etc 4. Rat Abatement Maintenance Programme (RAMP) - Service covers the control of all species of rodents by the use of slow or fast acting rodenticides (chemical) and/or by the installation of effectively proven devices (mechanical) or by the combination of both.</p>	1	Lot		



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<p>Frequency of Treatment: - Once (1) a month Covering Period - One (1) year Condition: • FPA LICENSES (2007 OR 2008) RECOGNIZED BY THE FDA • FDA LICENSE TO OPERATE (a must for PEST CONTROL OPERATORS) • MEMBER OF PEST CONTROL ASSOCIATION/S OR ORGANIZATION/S • PREFERABLY ISO CERTIFIED</p>				
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

 Contract No.

 Email Address



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TERMS OF REFERENCE

Name of Project	:	General pest control on selected buildings at CAAP Central Office
Approved Budget	:	Php429,082.56
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Compliance
Delivery Location/s	:	CAAP Central Office Civil Aviation Authority of the Philippines Old Mia Road Pasay City Note: 1. General pest control service will be conducted during Saturday or Sunday. 2. General pest control service One (1) year covering period 3. General pest control service Once (1) a month
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 (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) 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.
Lot	General Pest Control Area covered: 1. Annex Building - G/F to 2/F 1,548.44sq.m 2. Admin Building - Basement to 5/F 9,689.52sq.m 3. ATS Building - G/F to 3/F 691.00sq.m Scope of Works: 1. Surface spraying - Service that uses compressed sprayer to distribute approved FDA/FPA pesticides with water, on areas prone	1

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	<p>2. Misting Operation - Service shall be performed with the use of electro mist dispenser, which transforms spray into microns for effective control of all disease transmitting and destructive flying and crawling insects.</p> <p>3. Gel Baiting for cockroaches and ant - Service will be performed if there are severe infestations. This non-toxic, no odor gel will be placed to cracks and crevices, under tables, sink etc</p> <p>4. Rat Abatement Maintenance Programme (RAMP) - Service covers the control of all species of rodents by the use of slow or fast acting rodenticides (chemical) and/or by the installation of effectively proven devices (mechanical) or by the combination of both.</p> <p>Frequency of Treatment: - Once (1) a month</p> <p>Covering Period - One (1) year</p> <p>Condition:</p> <ul style="list-style-type: none"> • FPA LICENSES (2007 OR 2008) RECOGNIZED BY THE FDA • FDA LICENSE TO OPERATE (a must for PEST CONTROL OPERATORS) • MEMBER OF PEST CONTROL ASSOCIATION/S OR ORGANIZATION/S • PREFERABLY ISO CERTIFIED 	



MELINA C. REYES
Division Chief III, FMD