



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 Office Tables and Office Chairs" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-106-09**
Name of Project : **Purchase of Office Tables and Office Chairs**
Approved Budget for Contract : **₱115,000.00**
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
Note: Partial delivery is not allowed
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP, Head Office Warehouse**

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 ~~OCT 09 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, October 02, 2024


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:

Purchase of Office Tables and Office Chairs				
Technical Specifications	QTY	Unit	Unit Price	Total Price
High-back Ergonomic Office Chair Whole mesh upholstery Measurements: Width: 70.5cm Depth: 51-110cm Height: 124.5-134.5cm Seat Height: 45-55cm Wide angle mechanical head rest (6.5CM front and rear, 4.5cm lift, 40 degrees rotation) Bionic joint arm rest Large angle tilt back Backward sliding projectile chasing waist Back rest (H-82.5cm,W-59cm,T-7.5 cm) Domino lumbar support system Adjustable seat depth Polished aluminum base 350mm Class 4 gas lift Rated weight capacity: 120kg Single level multi-functional mechanism w/recline feature Color: Black or Grey White With built-in foot rest	5	units		

Warranty Period: 2 years Delivery Period: 2 months				
Office Table Wooden Clerical Table Height: 76cm Width: 138cm Length:70cm Four drawers with safety lock both sides 1 pull-out drawer with safety lock (center) Well-designed handles Thickness of wood: 3cm Color: wooden light brown Melamine scratch proof Warranty Period: 2 years Delivery Period: 2 months	5	units		
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	:	Purchase of Office Tables and Office Chairs
Approved Budget	:	PHP115,000.00
Delivery Period	:	Thirty (30) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Delivery Location	:	CAAP Head Office Warehouse <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.</i> <i>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.</i> <i>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.
Warranty	:	One (1) year warranty on all parts and services from the date of acceptance


Specification

UNIT	DESCRIPTION	QTY
	<p>OFFICE TABLES</p> <p>SPECIFICATION Wooden Clerical Table Height: 76cm Width: 138cm Length:70cm Four drawers with safety lock both sides 1 pull-out drawer with safety lock (center) Well-designed handles Thickness of wood: 3cm Color: wooden light brown Melamine scratch proof</p>	5



OFFICE CHAIRS	
SPECIFICATION	
High-back Ergonomic Office Chair	
Whole mesh upholstery	
Measurements:	
Width: 70.5cm	
Depth: 51-110cm	
Height: 124.5-134.5cm	
Seat Height: 45-55cm	
Wide angle mechanical head rest (6.5CM front and rear, 4.5cm lift, 40 degrees rotation)	5
Bionic joint arm rest	
Large angle tilt back	
Backward sliding projectile chasing waist	
Back rest (H-82.5cm,W-59cm,T-7.5 cm)	
Domino lumbar support system	
Adjustable seat depth	
Polished aluminum base 350mm	
Class 4 gas lift	
Rated weight capacity: 120kg	
Single level multi-functional mechanism w/recline feature	
Color: Black or Grey White	
With built-in foot rest	
Single level multi-functional mechanism w/recline feature	
Color: Black or Grey White	
With built-in foot rest	
Warranty Period: 2 years	
Delivery Period: 2 months	

Prepared by:


JENILYN A. SALVADOR
 Board Secretary III

Approved by:


ATTY. MARK NESTER T. MENDOZA
 Corporate Board Secretary