



21 April, 2025

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 **Provision of Venue, Meals/Food and Transportation for CAAP-BIA Team Building Activity 2025** 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 02:00 p.m. on 25 April 2025** 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	UNIT PRICE	TOTAL
1.	110	pax	Provision of Venue, Meals/Food and Transportation		
- Venue (within the Province of Albay), inclusions: Day Access to Resort Pools and Beach; Use of Function Venue with complementary use of microphones and projector.					
- Meals/Food - AM Snacks, managed Lunch Buffet and PM Snacks to be served for Two (2) consecutive days: May 22-23, 2025 (for 55 persons on each day).					
- Transportation - Round trip transfers from BIA to the team building venue and vice versa, preferably with an air-conditioned bus.					
TOTAL AMOUNT OF QUOTATION					
-x-x- nothing follows -x-x-					

Preferred Menu:

Day 1 (May 22, 2025)

AM snack: Bam-I with Chicken Empanada

PM snack: Pancit Legaspi with Banana Turon

Lunch: Soup - Vegetable Soup Chowder

Main Course - Braised Pork Belly

- Chopsuey

- Steamed Rice



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Dessert - Moist Chocolate Cake

- Fruits in Season

**** Free Flowing coffee in the venue*

Day 2 (May 23, 2025)

AM snack: *Bam-I with Chicken Empanada*

PM snack: *Pancit Legaspi with Banana Turon*

Lunch: *Soup - Cream of Chicken*

Main Course - Sweet Chili Pork Ribs

- Stir Fry Vegetable

- Steamed Rice

Dessert - Buko Salad

- Fruits in Season

**** Free Flowing coffee in the venue*

Quotations not accompanied by current Mayor's/Business Permit or the equivalent document for Exclusive Economic Zones/Areas; and Phil-GEPS Registration Number, 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 02:00 p.m. on 25 April 2025.**

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 **Provision of Venue, Meals/Food and Transportation for CAAP-BIA Team Building Activity 2025.**

TERMS OF REFERENCE

Name of Project	Provision of Venue, Meals/Food and Transportation for CAAP-BIA Team Building Activity 2025
Approved Budget	Three Hundred Eighty-Five Thousand Pesos (Php. 385,000.00)
No. of Days to Complete	Two (2) Calendar Days

Very truly yours,

EPIFANIO O. PRINIA, JR.

Chairperson, Canvass and Contract Committee

Bicol International Airport, Aloba, Daraga Albay, Philippines, 4501

Smart: 0929 461 2407 | Globe: 0945 341 6603 Tel: (052) 742-3321 | bicairports@caa.gov.ph



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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 project **Provision of Venue, Meals/Food and Transportation for CAAP-BIA Team Building Activity 2025** to the above-named dealer/supplier in accordance with the existing regulations.

LINDA MARIE D. OGENA

Canvasser

