



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 "Procurement of materials for preventive maintenance of ACU at CAAP Central Office" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C25-008-04**
Name of Project : **Procurement of materials for preventive maintenance of ACU at CAAP Central Office**
Approved Budget for
Contract : **P323,705.00**
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
Partial Delivery is **not allowed**
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP Supply Division 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 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 ~~MAY 07 2025~~ at 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. MARK NESTER T. MENDOZA
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 damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Pasay City, April 28, 2025


ATTY. MARK NESTER T. MENDOZA
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.

Procurement of materials for preventive maintenance of ACU at CAAP Central Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Refrigerant (R22) 13.6kg	5	cylinder		
Refrigerant (R32) 3.3kg	10	cylinder		
Refrigerant (R410) 13.6kg	10	cylinder		
Access valve	30	pcs.		
Silver rod	30	pcs.		
Aircon coil chemical cleaner	30	gals.		
Power cord for ACU window type	10	pcs.		
Polyethylene tape (Polytape), white 4"x 30m	15	rolls.		
Rubberized pipe insulation 5/8" dia. x 3/4" thk. x 6" L	30	pcs.		
Rubberized pipe insulation 1/2" dia. x 3/4" thk. x 6" L	30	pcs.		
Rubberized pipe insulation 3/8" dia. x 3/4" thk. x 6" L	30	pcs.		
Copper tube 1/4" dia.	50	ft.		
Copper tube 1/2" dia.	50	ft.		
Copper tube 3/8" dia.	50	ft.		
Copper tube 5/8" dia.	50	ft.		



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Compressor wire with terminal clip 5tr	5	sets		
Compressor wire with terminal clip 3tr	5	sets		
ACU Running capacitor 60 uf, 400 VAC, 50/60hz. For compressor motor	5	pcs.		
ACU Running capacitor 40 uf, 400 VAC, 50/60hz. For compressor motor	10	pcs.		
ACU Fam capacitor 5 uf, 350 VAC, 50/60hz. For fan motor	10	pcs.		
ACU Fam capacitor 4 uf, 350 VAC, 50/60hz. For fan motor	10	pcs.		
Mapp gas 400g	8	bottles		
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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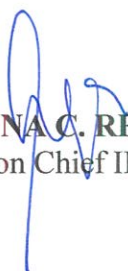
TERMS OF REFERENCE

Name of Project	:	Procurement of materials for preventive maintenance of ACU at CAAP Central Office
Approved Budget	:	Php323,705.00
Delivery Period	:	<u>Thirty (30) Calendar Days</u> from the receipt of Notice for Compliance Partial delivery is not allowed
Delivery Location/s	:	Supply Division Warehouse Ground Floor, CAAP General Services Building Gate 3, Civil Aviation Authority of the Philippines (CAAP) Baltao Road, Pasay City Metro Manila
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.
cylinder	Refrigerant (R22) 13.6kg	5
cylinder	Refrigerant (R32) 3.3kg	10
cylinder	Refrigerant (R410) 13.6kg	10
pcs.	Access valve	30
pcs.	Silver rod	30
gals.	Aircon coil chemical cleaner	30
pcs.	Power cord for ACU window type	10
rolls.	Polyethylene tape (Polytape), white 4"x 30m	15
pcs.	Rubberized pipe insulation 5/8" dia. x 3/4" thk. x 6" L	30
pcs.	Rubberized pipe insulation 1/2" dia. x 3/4" thk. x 6" L	30

pcs.	Rubberized pipe insulation 3/8" dia. x 3/4" thk. x 6" L	30
ft.	Copper tube 1/4" dia.	50
ft.	Copper tube 1/2" dia.	50
ft.	Copper tube 3/8" dia.	50
ft.	Copper tube 5/8" dia.	50
sets	Compressor wire with terminal clip 5tr	5
sets	Compressor wire with terminal clip 3tr	5
pcs.	ACU Running capacitor 60 uf, 400 VAC, 50/60hz. For compressor motor	5
pcs.	ACU Running capacitor 40 uf, 400 VAC, 50/60hz. For compressor motor	10
pcs.	ACU Fan capacitor 5 uf, 350 VAC, 50/60hz. For fan motor	10
pcs.	ACU Fan capacitor 4 uf, 350 VAC, 50/60hz. For fan motor	10
bottles	Mapp gas 400g	8


MELINA C. REYES
 Division Chief III, FMD