



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 "Courier services for the delivery of mails/documents" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No.	:	C25-010-04
Name of Project	:	<u>Courier services for the delivery of mails/documents</u>
Approved Budget for		
Contract	:	<u>P600,000.00</u>
Terms	:	See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term	:	Please see attached Schedule of Requirements from the receipt of Notice for Compliance
Pick-up Time	:	1:00 PM Monday to Friday (Regular work days)
Delivery Location	:	CAAP, Central Records and Archives Division (CRAD)

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
~~MAY 21 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 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, May 13, 2025


ATTY. MARK NESTER T. MENDOZA
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:

Courier Services for the Delivery of Mails/Documents				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<p>Technical Specifications for CRAD Courier Service</p> <p>I. Coverage</p> <p>a. The coverage of the services of the Courier Service Provider (CSP) for the Civil Aviation Authority of the Philippines (CAAP) includes pick-up, sorting and door-to-door delivery of all Goods (documents and/or packages) from CAAP Central Office to different CAAP Airports nationwide and in other Cities and Municipalities in National Capital Region (NCR), Luzon, Visayas and Mindanao (any point).</p> <p>II. Packaging</p> <p>a. The CSP must ensure that the Goods are properly sealed to protect the Goods during the delivery process.</p> <p>b. The CSP must support the following envelope and parcel sizes:</p> <ul style="list-style-type: none"> Standard Documents (A4 size, up to 500g) Legal Envelopes (9" x 12" or 10" x 15", up to 1kg) Small Parcels (up to 2kg, 	1	Lot		

<p>maximum dimensions 12" x 12" x6)</p> <ul style="list-style-type: none"> • Medium Parcels (2kg to 5kg, maximum dimensions 18" x 18" x 12") • Large Parcels (5kg and above, custom dimensions) <p>c. Secure packaging and handling for sensitive and confidential documents.</p> <p>d. Provision of packaging materials required.</p> <p>III. Pricing</p> <p>a. Delivery fees will be based on the size, weight, destination and delivery speed chosen by the Procuring Entity stipulated in this contract in a monthly basis.</p> <p>b. The weight to be used as reference in billing shall be the actual weight or dimensional weight of the Goods.</p> <p>c. The total budget contract is in the amount of Six Hundred Thousand pesos (P600,000.00) covering the period May to December 2025, or until the approved budget is consumed, whichever comes first, which will be based on actual billing issued and/or quantity of delivered Goods by the CSP.</p> <p>d. The estimated monthly bill shall be Seventy Five Thousand pesos (75,000.00) / month.</p> <p>e. In cases where the actual monthly bill is in excess of P75,000.00, the excess shall be charged against the budget allocation for the following month.</p> <p>f. CSP shall not Impose a minimum number of shipments to be charged per month.</p> <p>g. The rate of CSP shall not be subject to change for the whole duration of</p>				
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<p>the contract.</p> <p>h. All rates shall be inclusive of insurance, valuation charges, taxes and other applicable fees, if applicable.</p> <p>i. If the total amount of the actual bills/services for the period May to December exceeds the P600,000.00 earmarked for the contract, a 10% adjustment shall be allowed without need to prepare supplemental contract.</p> <p>j. A supplemental contract shall be required if the excess is more than 10% of the contract amount.</p> <p>k. In case the total actual amount of the courier services rendered within the contract days is less than the amount agreed in the contract, CAAP shall not be bound to pay the total contract amount.</p> <p>IV. Terms of Payment</p> <p>a. The CSP shall provide a monthly billing statement or Statement of Account (SOA) to CAAP- Accounting, which shall be based on the actual number of services / deliveries.</p> <p>b. All Payments shall be in accordance with prevailing accounting and auditing rules and regulations.</p> <p>V. Delivery Service</p> <p>a. The Goods shall be delivered by CSP to different CAAP Airports nationwide and in all Cities and Municipalities in National Capital Region, Luzon, Visayas and Mindanao (any point), only upon receipt from the Procuring Entity, as indicated in the Schedule of Requirements.</p> <p>b. The delivery of the Goods must be made according to Procuring Entity's Instruction only.</p>								
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<p>c. The CSP must update the Procuring Entity, a progressive reporting/tracking of delivery status starting two (2) days from the pick-up date either thru Calls, SMS, Viber, Emails, and/or any other means as mutually agreed upon by both parties.</p> <p>d. The CSP must be able to provide receipt tickets or other forms of verification that the addressee has received the Goods.</p> <p>e. In case that the delivery of the Goods is out of the Delivery Zone Area by the CSP, the CSP must inform the Procuring Entity and the addressee and must advise the nearest CSP Branch in the area to pick-up of the Goods.</p> <p>f. If the Procuring Entity opted to change the delivery address of the Goods, no additional delivery fee shall be applied provided that the new delivery address is within the initial vicinity.</p> <p>g. The CSP shall exhaust three (3) delivery attempts to the same address to effect the delivery of the Goods.</p> <p>h. The CSP shall inform the Procuring Entity in case the addressee refused to accept the Goods.</p> <p>i. After three (3) unsuccessful delivery attempts or refusal to receive by the addressee, the Goods shall be immediately or within three (3) working days return to the Procuring Entity, with the declaration "undelivered".</p> <p>j. The CSP shall give feedback in case of delay due to Natural Calamity and other uncontrolled circumstances.</p> <p>k. The CSP must provide customer support team to assist with any</p>								
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<p>questions or issues that may arise during and after the delivery process.</p> <p>VI. Scope of Services</p> <ol style="list-style-type: none"> CSP shall provide nationwide coverage for its services. All Goods to be delivered are considered as priority mails, unless indicated as non-priority. The CSP shall provide online facility or system for onsite processing, monitoring, and tracking of all items. The CSP shall guarantee an uninterrupted service, except for fortuitous events and acts of nature. The CSP shall have a Satellite Office or Branch within at least 4 kilometers radius from the Procuring Entity's Central Office. <p>VII. Claims</p> <ol style="list-style-type: none"> The CSP shall be held liable for damages sustained by the Procuring Entity for losses arising from the performance of its obligation within the period agreed upon which shall not exceed the value declared by the Procuring Entity, except due to force majeure or those not due to the fault or negligence of the CSP. Claims for loss or damage must be submitted by the Procuring Entity not the addressee. If the CSP fails to satisfactorily deliver any or all the Goods and/or perform the Services within the period(s) specified in the Schedule of Requirements inclusive of duly granted time extensions if any, the Procuring Entity are entitled for a refund of the freight charged 				
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<p>including the value declared, if applicable. The CSP shall also submit a written report relating to this.</p> <p>d. In case of Damaged, lost Goods or misdelivered due to the fault or negligence of the CSP, the Procuring Entity, shall, without prejudice to its other remedies under this contract and under applicable law, be entitled for a refund of the freight charged, the CSP shall immediately report same to the Procuring Entity. The CSP shall also submit a notarized affidavit relating to this within Five (5) working days from the date of the incident.</p> <p>e. In case of delayed delivery of performance of services, CAAP shall have the right to impose liquidated damages in an amount equivalent to 1/10th or 1% of the cost of delivery charges for every day of delay, collectibles from any money due or which may become due, or in the absence or insufficiency thereof, from the posted performance security, at the option of CAAP.</p> <p>f. The computation of liquidated damages shall be reckoned on the date stated in the agreed delivery schedule. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, CAAP may rescind or terminate the contract, without prejudice to other course of action and remedies available under the circumstance.</p> <p>g. The CSP shall not transfer or assign any or all its obligation under this contract to any other third party or its partner to a joint venture without prior written consent of the</p>				
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<p>Procuring Entity, if applicable, all partners shall be jointly and severely liable to the Procuring Entity.</p> <p>h. In case of a court action, the proper court of Pasay City to the exclusion of any court shall have jurisdiction.</p> <p>VIII. Confidentiality</p> <p>a. The CSP shall not disclose any information concerning the terms and conditions of this contract or any information about the Procuring Entity to anyone without prior consent or approval from the Procuring Entity</p> <p>IX. Schedule of Requirements</p> <p>a. The Delivery Schedule as indicated in the Schedule of Requirements is subject to changed based on Mutual Agreement by both parties.</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

Contact No.

Email Address



TERMS OF REFERENCE

Name of Project	:	Courier Services for delivery of mails/documents
Approved Budget	:	P600,000.00
Delivery Period	:	Please see attached Schedule of Requirements from the receipt of Notice for Compliance
Delivery Location	:	CAAP Central Records and Archives Division to different CAAP nationwide and in other Cities and Municipalities in National Capitol Region (NCR), Luzon, Visayas and Mindanao (any point) (Please see attached Schedule of Requirements)
Terms of Payment	:	Monthly Billing

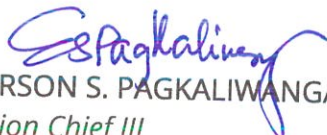
Technical Specifications:

Please see attached Annex "A"

Prepared by:


MARISSA T. TABIRAO
Records Officer IV
CRAD

Approved by:


EMERSON S. PAGKALIWANGAN
Division Chief III
CRAD



SCHEDULE OF REQUIREMENTS

A. REGULAR COURIER SERVICE (Standard Documents, Legal Envelopes, Small parcels)

AREA OF DISTRIBUTION	DELIVERY DATE*
NCR	To be delivered within two (2) days upon receipt of the Goods from the Procuring Entity
LUZON	To be delivered within three (3) days upon receipt of the Goods from the Procuring Entity
VISAYAS	To be delivered within four (4) days upon receipt of the Goods from the Procuring Entity
MINDANAO	To be delivered within five (5) days upon receipt of the Goods from the Procuring Entity

B. OTHER COURIER SERVICE (Medium Parcels, Large Parcels)

AREA OF DISTRIBUTION	DELIVERY DATE *
NCR	To be delivered within two (2) days upon receipt of the Goods from the Procuring Entity
LUZON	To be delivered within four (4) days upon receipt of the Goods from the Procuring Entity
VISAYAS	To be delivered within five (5) days upon receipt of the Goods from the Procuring Entity
MINDANAO	To be delivered within five (5) days upon receipt of the Goods from the Procuring Entity

C. PICK-UP TIME

	One (1) unit motorcycle courier service shall pick up the Goods at CRAD everyday at 1:00pm.
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*During implementation, the delivery date/schedule is subject to change based on mutual agreement by both parties



Technical Specifications for CRAD Courier Services

I. Coverage

- a. The coverage of the services of the Courier Service Provider (CSP) for the Civil Aviation Authority of the Philippines (CAAP) includes pick-up, sorting and door-to-door delivery of all Goods (documents and/or packages) from CAAP Central Office to different CAAP Airports nationwide and in other Cities and Municipalities in National Capital Region (NCR), Luzon, Visayas and Mindanao (any point).

II. Packaging

- a. The CSP must ensure that the Goods are properly sealed to protect the Goods during the delivery process.
- b. The CSP must support the following envelope and parcel sizes:
 - Standard Documents (A4 size, up to 500g)
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- c. Secure packaging and handling for sensitive and confidential documents.
- d. Provision of packaging materials required.

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- a. Delivery fees will be based on the size, weight, destination and delivery speed chosen by the Procuring Entity stipulated in this contract in a monthly basis.
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IV. Terms of Payment

- a. The CSP shall provide a monthly billing statement or Statement of Account (SOA) to CAAP- Accounting, which shall be based on the actual number of services / deliveries
- b. All Payments shall be in accordance with prevailing accounting and auditing rules and regulations.

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- k. The CSP must provide customer support team to assist with any questions or issues that may arise during and after the delivery process.

VI. Scope of Services

- a. CSP shall provide nationwide coverage for its services.
- b. All Goods to be delivered are considered as priority mails, unless indicated as non-priority.
- c. The CSP shall provide online facility or system for onsite processing, monitoring, and tracking of all items.
- d. The CSP shall guarantee an uninterrupted service, except for fortuitous events and acts of nature.
- e. The CSP shall have a Satellite Office or Branch within at least 4 kilometers radius from the Procuring Entity's Central Office.

VII. Claims

- a. The CSP shall be held liable for damages sustained by the Procuring Entity for losses arising from the performance of its obligation within the period agreed upon which shall not exceed the value declared by the Procuring Entity, except due to force majeure or those not due to the fault or negligence of the CSP.
- b. Claims for loss or damage must be submitted by the Procuring Entity not the addressee.
- c. If the CSP fails to satisfactorily deliver any or all the Goods and/or perform the Services within the period(s) specified in the Schedule of Requirements inclusive of duly granted time extensions if any, the Procuring Entity are entitled for a refund of the freight charged including the value declared, if applicable. The CSP shall also submit a written report relating to this.
- d. In case of Damaged, lost Goods or misdelivered due to the fault or negligence of the CSP, the Procuring Entity, shall, without prejudice to its other remedies under this contract and under applicable law, be entitled for a refund of the freight charged, the CSP shall immediately report same to the Procuring Entity. The CSP shall also submit a notarized affidavit relating to this within Five (5) working days from the date of the incident.
- e. In case of delayed delivery of performance of services, CAAP shall have the right to impose liquidated damages in an amount equivalent to 1/10th or 1% of the cost of delivery charges for every day of delay, collectibles from any money due or which may become due, or in the absence or insufficiency thereof, from the posted performance security, at the option of CAAP.
- f. The computation of liquidated damages shall be reckoned on the date stated in the agreed delivery schedule. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, CAAP may rescind or terminate the contract, without prejudice to other course of action and remedies available under the circumstance.
- g. The CSP shall not transfer or assign any or all its obligation under this contract to any other third party or its partner to a joint venture without prior written consent of the Procuring Entity, if applicable, all partners shall be jointly and severally liable to the Procuring Entity.



- h. In case of a court action, the proper court of Pasay City to the exclusion of any court shall have jurisdiction.

VIII. Confidentiality

- a. The CSP shall not disclose any information concerning the terms and conditions of this contract or any information about the Procuring Entity to anyone without prior consent or approval from the Procuring Entity.


IX. Schedule of Requirements

- a. The Delivery Schedule as indicated in the Schedule of Requirements is subject to changed based on Mutual Agreement by both parties.

Prepared by:


MARISSA T. TABIRAO
Records Officer IV
CRAD

Approved by:


EMERSON S. PAGKALIWANGAN
Division Chief III
CRAD