



3482-10604010

June 26, 2025

### **REQUEST FOR PRICE QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP) Area Center III hereby invites interested bidders for the PROVISION OF GUARD POST (2 UNITS) AT CALAPAN AIRPORT.

Approved budget for the project – Php 440,000.00

Please secure Canvass form from [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or at the Regional Office, Area Center III during office hours Monday to Friday starting June 27, 2025.

The sealed quotation shall be submitted at the Civil Aviation Authority of the Philippines Regional Office, Area Center 3, Civil Aviation Complex, Clark Freeport Zone, Mabalacat Pampanga on or before July 4, 2025 at 10:00am to the Bids and Awards Committee and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP Area Center III reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call CAAP Area Center III BAC Secretariat Members at 0282464988 local 2258 for details.

Very truly yours,



**ATTY. ROAN JILL E. HABOC**  
BAC Chairperson



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

**REQUEST FOR QUOTATION**

Date : \_\_\_\_\_  
 APP Item No : 3482-10604010

Company/Business Name: <sup>1</sup> \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business/Mayor's Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 PhilGEPS Registration Number (required for ABC above 50k ): \_\_\_\_\_

The **Civil Aviation Authority of the Philippines - AreaCenter III**, through its Bids and Awards Committee (BAC), intends to procure the **PROVISION OF GUARD POST (2 UNITS) CALAPAN AIRPORT** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on July 04, 2025 at 10:00 a.m.**

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your latest Mayor's or Business Permit with the Official Receipt of the renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after the award of the contract but before payment.
Original Notarized Omnibus Sworn Statement (GPPB-Prescribed Form) (For	In the prescribed template. Downloadable at: <a href="https://www.gppb.gov.ph/wp-content/uploads/2023/05/Omnibus-Sworn-Statement-Revised.docx">https://www.gppb.gov.ph/wp-content/uploads/2023/05/Omnibus-Sworn-Statement-Revised.docx</a>
PhilGEPS Registration Certificate (For ABCs above P50k)	Valid PhilGEPS Certificate of Registration (COR). In case latest valid COR is not yet available, official receipt for renewal application with the expired COR will be accepted. Valid COR shall be submitted before contract award.
PCAB License (For ABCs above P50k if applicable for Repair & Maintenance and Infrastructure)	In case not yet available, you may submit your expired 2024 PCAB License with the Official Receipt of renewal application. However, a copy of your Valid 2025 PCAB License shall be required to be submitted <b>after award of contract but before payment.</b>
Latest Annual Income / Business Tax Return (For ABCs above P500k)	Annual Income Tax Return from previous year must be submitted.



<b>Performance Security (for ABCs above P50k)</b>	Once the Notice of Award of the Project is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 2016 Revised IRR of RA 9184 to wit:	
	<b>Form of Performance Security</b>	<b>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</b>
	a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Goods and Consulting Services – Five percent (5%)
	b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Infrastructure Projects - Ten percent (10%)
	c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.		

For any clarification, you may contact us at telephone no. **(045) 499-1663** or email address at **bac\_area3@caap.gov.ph**.

  
**ROANJILL E. HABOC**  
 BAC Chairperson

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

## INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **bac\_area3@caap.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.



11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>PROVISION OF GUARD POST (2 UNITS) CALAPAN AIRPORT</b>				
<i>Complete Descriptions of Articles</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Amount</i>
<b>I. CIVIL/STRUCTURAL WORKS</b>				
<b>COLUMN FOOTING</b>				
12mm dia x 6m Rebar	6.00	pcs		
#16 G.I Tie Wire	2.00	kg		
Portland Cement	4.00	bags		
Sand	0.20	cu.m.		
Gravel	0.35	cu.m.		
<b>PEDESTAL</b>				
12mm dia x 6m Rebar	4.00	pcs		
10mm dia x 6m Rebar	3.00	kg		
#16 G.I Tie Wire	1.00	kg		
Portland Cement	2.00	bags		
Sand	0.10	cu.m.		
Gravel	0.15	cu.m.		
<b>FORMWORKS</b>				
1/4" x 4' x 8' Plywood (Ordinary)	2.00	pcs		
2" x 2" Good Lumber	23.00	bd.ft.		
Assorted Nails	0.50	kgs		
<b>STEEL WORKS</b>				
12mm dia. Anchor Bolts w/ nuts & washers	16.00	pcs		
6mm thk Stiffener Plate	16.00	pcs		
6mm thk Support Plate	8.00	pcs		
8mm thk Base Plate	4.00	pcs		
4' x 8' x 6mm thk Checkered Plate Flooring	1.00	pc		
75mm G.I. Pipe Post sched 40, 6m	3.00	pcs		
50mm G.I. Pipe Frame (beam) sched 40, 6m	2.00	pcs		
50mm G.I. Pipe Frame (top rail and post of rail sys) sched 40, 6m	1.00	pc		
75mm G.I. Pipe Floor Frame sched 40, 6m	1.00	pc		
32mm x 32mm x 6mm Angular Steel Bar (intermediate vertical members of rail sys), 6m	12.00	pcs		
Welding Rod	15.00	kgs		



<b>ROOF FRAMING WORKS</b>			
38mm dia. G.I. Pipe Sched 40 (truss)	6.00	pcs	
38mm dia. G.I. Pipe Sched 40 (fastening frame)	3.00	pcs	
38mm dia. G.I. Pipe Sched 40 (ceiling frame)	2.00	pcs	
Welding Rod	7.00	kgs	
<b>ROOFING WORKS</b>			
Pre-painted Corrugated Roofing Sheet GA 24, 10'	3.00	pcs	
Pre-painted Ridge Roll GA 24, 2.44m	4.00	pcs	
Tekscrew 2 1/2"	50.00	pcs	
Drill Bit (for metal)	5.00	pcs	
Blind Rivets	1.00	box	
Elastomeric Sealant	1.00	ltr	
<b>II. ARCHITECTURAL WORKS</b>			
<b>CEILING WORKS</b>			
4' x 8' x 9mm Hardiflex	2.00	pcs	
Blind Rivets	1.00	box	
Masonry Putty	1.00	gal	
Mesh Tape	1.00	roll	
<b>PAINTING WORKS</b>			
<b>STEEL</b>			
Epoxy Primer	2.00	gal	
Quick Drying Enamel	2.00	gals	
Paint Thinner	1.00	gal	
Tinting Color	3.00	ltrs	
Polituff with hardener	1.00	ltr	
Assorted Sand paper	50.00	pcs	
Filler Spreader	4.00	pcs	
Paint Brush 2"	2.00	pc	
Rugs	2.00	kg	
<b>CEILING</b>			
Flat Latex White	1.00	gal	
Paint Latex Semi-Gloss	1.00	gal	
Polituff with hardener	1.00	ltr	
Paint Roller 7" with handle and plastic tray	1.00	pc	
Paint Brush 2"	1.00	pc	
Putty Knife	1.00	set	
Assorted Sand paper	10.00	pcs	
Rugs	1.00	kgs	
			<b>Material Cost</b> .....
			<b>Labor Cost (30%)</b> .....
			<b>Direct Cost</b> .....
<b>TOTAL DIRECT COST FOR 2 UNITS OF STEEL GUARD POST</b>			
			<b>TOTAL MATERIAL COST</b> .....
			<b>TOTAL LABOR COST</b> .....
			<b>TOTAL DIRECT COST (2 UNITS)</b> .....
xxx Nothing Follows xxx			

**FINANCIAL OFFER:**

**Terms of Payment:**

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.


**Payment Details:**

Name of Payee: \_\_\_\_\_  
TIN: \_\_\_\_\_

Please quote your total best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>PROVISION OF GUARD POST (2 UNITS) CALAPAN AIRPORT</b>
Approved Budget for the Contract: Four Hundred Fourty Thousand Pesos Only (PhP 440,000.00)
<b>TOTAL OFFERED QUOTATION</b>
<b>In Words:</b>
<b>In Figures:</b>
_____
_____

Canvassed By:

  
**RALPH ROBERT G. URBANO**  
Authorized Canvasser

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

