



JUNE 5, 2025

REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP AREA XII), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement- Small Value Procurement** for the **PROCUREMENT OF DISPOSABLE CUPS, BUTUAN AIRPORT** in accordance with **Section 53.9** of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No.	BAC 72-2025
Name of Project	PROCUREMENT OF DISPOSABLE CUPS, BUTUAN AIRPORT
Approved Budget For Contract	₱ 103,300.00
Location of the Project	CAAP Butuan Airport, Bancasi, Butuan City, Agusan del Norte
Delivery Term	FIFTEEN (15) Days from the receipt of Notice for Compliance
Delivery Time	8:00 AM-4:00 PM (working days)
Location	CAAP Butuan Airport, Butuan City, Agusan del Norte <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days. Please notify in advance before the time of Delivery</i>
Bid Submission Deadline	On or before JUNE 9, 2025; 10:00 A.M. @ BAC Office, Butuan Airport.
Bid Opening	JUNE 9, 2025; 1:00 P.M.
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations.

Interested Suppliers/Bidders are required to submit their **valid and current documents** which must be properly fastened and sealed in an envelope:

- 1. LETTER OF INTENT**
- 2. PHILGEPS CERTIFICATE OF REGISTRATION** (certified true copy);
- 3. MAYOR'S OR BUSINESS PERMIT** (certified true copy) 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;
- 4. LATEST INCOME/BUSINESS TAX RETURN** (certified true copy);
(Note: For Approved Budget for the Contract above ₱500,000.00)
- Original copy of the **OMNIBUS SWORN STATEMENT**;
- 6. PRICE QUOTATION** from (Annex "A") during submission of offer/Quotation.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.



Quotations exceeding the Approved Budget for the Contract shall be rejected.

The Project shall be awarded as **"One Project having several items that shall be awarded as one contract"**. 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-BAC 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 AREA XII 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 initiated 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.

MITCHEL E. ZAMBRANO
BAC Chairman

(ATTACHED COMPANY LETTERHEAD) if applicable

PRICE QUOTATION FORM

JUNE 5, 2025

The Chairperson
 Canvass and Contract Committee
 Civil Aviation Authority of the Philippines
 Butuan Airport, Butuan 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:

Description					
PROCUREMENT OF DISPOSABLE CUPS, BUTUAN AIRPORT					
Item no.	Specification	QTY	Unit	Unit Price	Total Price
1	DISPOSABLE CUPS 8 OZ. - 7 packs (1 pack=50 pcs.) consumed a day - 7 packs x 31 days= 217 packs - 217 packs x 9 months (JUNE-FEBRUARY 2026= 1953 packs - 1 bag contains 20 packs 97.65 bags	100	bags		
	~ nothing follows~				
GRAND TOTAL					

(Amount

in

Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name and Signature of Representative: _____

Position: _____

Name of Company: _____

Contact No. _____

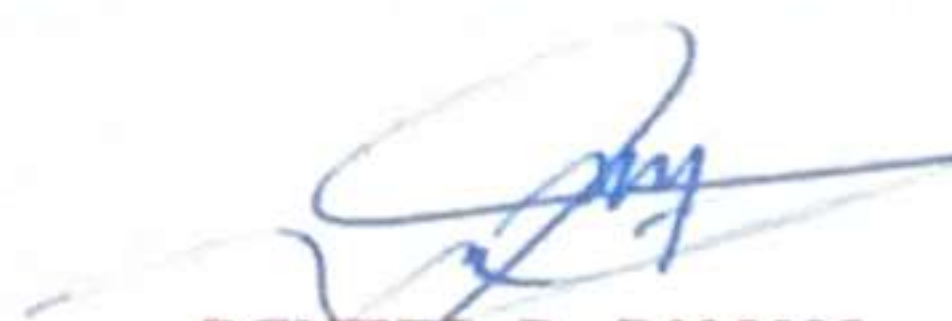
Email Address: _____

Tin Number: _____

☐ VAT Registered ☐ Non- VAT Registered

To Whom It May Concern:

This is to certify that I have served the request for Price Quotation to the above-named supplier.


REXTER B. BUAYA
 Firefighter I/Canvasser