



## **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 "Supply and delivery of Conference Table and Chairs" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-004-04**  
Name of Project : **Supply and delivery of Conference Table and Chairs**  
Approved Budget for Contract : **₱350,000.00**  
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 of Compliance**  
Partial delivery is **not allowed**  
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)  
Delivery Location : **CAAP Head Office Warehouse**

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

1. Income Business Tax Return for ABC's above ₱500,000.00;
2. PHILGEPS Certificate of Registration (Platinum);
3. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above ₱50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
4. Price quotation from (**Annex "A"**) during submission of offer/Quotation
5. Brochure (original) if applicable

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 20 JUN 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, June 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/Ma'am:

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:

Supply and Delivery of Conference Table and Chairs				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<b>Conference Table</b>	1	PC		
TABLE 12 SEATER  Swatch : Wengue and Black Conference Table / Meeting Desk Materials: MFC Board with wire management  Thinkness: <b>Tabletop/Top panel:</b> At least 2.5 – 3 cm <b>Leg panel:</b> At least 3 – 3.5 cm <b>Dimension:</b> At least W3600-3657 x D1200 x H750 mm				
<b>Executive Chair</b>	12	PCS		
Mid Back Base Material: Star Steel Base , Twin Caster Covering Seat & Back: PU Synthetic Leather (Padded) Color: Black <b>Features:</b> <ul style="list-style-type: none"> <li>• Pneumatic Seat</li> <li>• Tilt Lock (between 30° and 45°)</li> <li>• Tension Control</li> <li>• Padded Armrest</li> </ul> Dimension: (H x W x D) OVERALL: 100 x 116 x 55 x 47 cm				

SEAT: 45 x 55 x 47 cm BACK: 57 x 55 cm				
Load Capacity: Minimum of 150kg.				
<b>Total (Inclusive of VAT)</b>				

Other Requirements:

1. The product to be offered should match the sample photo in the technical specification.
2. Original brochure/catalog from the Manufacturer of product being offered should be submitted during opening of quotation.
3. Inspection and Test: As part of the verification process, the End-User has the right to inspect and/or to test the goods to confirm their conformity to the contract specifications at no extra cost to it. The inspections and tests will be conducted on the physical shop or warehouse of the supplier before the scheduled delivery.

(Amount in Words)

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

Very truly yours,

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Name/Signature of Representative

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Position

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Name of Company

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Contact No.

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Email Address



**TERMS OF REFERENCE**

Name of Project	:	<b>Supply and Delivery of Conference Table and Chairs</b>
Approved Budget	:	<b>Php350,000.00</b>
Delivery Period	:	Thirty (30) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is <b>not allowed</b>.</i>
Delivery Location	:	CAAP Head Office Warehouse  <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.</i>  <i>A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery.</i>  <i>A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.
Warranty	:	One (1) year warranty for parts and services from the date of acceptance

**SPECIFICATION**

UNIT	DESCRIPTION	QTY
PC	<p><b>CONFERENCE TABLE</b>            TABLE 12 SEATER</p> <p>Swatch : Wengue and Black            Conference Table / Meeting Desk            Materials: MFC Board            with wire management</p> <p>Thickness:  <b>Tabletop/Top panel:</b> At least 2.5 – 3 cm  <b>Leg panel:</b> At least 3 – 3.5 cm  <b>Dimension:</b> At least W3600-3657 x D1200 x H750 mm</p>	1

UNIT	DESCRIPTION	QTY
PCS	<p><b>EXECUTIVE CHAIR</b></p> <p><b>Mid Back</b>            Base Material: Star Steel Base , Twin Caster            Covering Seat &amp; Back: PU Synthetic Leather (Padded)            Color: Black</p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li>• Pneumatic Seat</li> <li>• Tilt Lock (between 30° and 45°)</li> <li>• Tension Control</li> <li>• Padded Armrest</li> </ul> <p>Dimension: (H x W x D)            OVERALL: 100 x 116 x 55 x 47 cm            SEAT: 45 x 55 x 47 cm            BACK: 57 x 55 cm</p> <p>Load Capacity: Minimum of 150kg</p>	12

**Other Requirements:**

1. The product to be offered should match the sample photo in the technical specification.
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**Prepared by:**

  
**ROSE ANN G. LOBATON**  
 Procurement Analyst A

**Approved by:**

  
**OSCAR B. DEMETILLO, JR.**  
 Chief, Procurement Division