



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 janitorial supplies for FMD-BGMS Facility Cleaner at CAAP Head Office" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-035-06**
Name of Project : **Procurement of Janitorial supplies for FMD-BGMS Facility Cleaner at CAAP Head Office**
Approved Budget for Contract : **P483,850.00**
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. Income Business Tax Return for ABC's above P500,000.00;
2. PHILGEPS Certificate of Registration (Platinum);
3. 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)
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 04 JUL 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 27, 2025


ATTY. MARK NESTER T. MENDOZA
CCC Chairperson



TERMS OF REFERENCE

Name of Project	:	Procurement of janitorial supplies for FMD-BGMS Facility Cleaner at CAAP Head Office
Approved Budget	:	Php483,850.00
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Compliance Partial delivery is allowed , two (2) times only.
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.
Gals.	Air freshener, Liquid	75
Bottle	Fragrance essential oil (250ml) (bamboo scent)	20
Gals.	All-purpose cleaner with fragrance	130
Pcs.	Map head, 500 grams	150
Pcs.	Map handle	50
Pcs.	Screen urinal deodorizer	130

Pcs.	Scrubbing pad 16" dia.	30
Pc.	Interfolded hand paper towel single ply 175 sheets	100
Pcs.	Stripping pad 16" dia.	5
Rolls	Jumbo roll tissue paper	30
Pcs.	Hand sprayer	80
Gals.	Liquid sealer wax	40
Rolls	Door mat PVC 30mtrs/roll	1
Pcs.	Flanner cloth	100
Gals.	Stripping wax	30
Pairs	Laundry gloves small	75
Pairs	Laundry gloves large	75
Pairs	Hand gloves cotton	75
Roll	Caution tape	1
Pcs.	Caution board (wet floor)	20
Pcs.	Caution board (cleaning in progress)	5
Bottles	Disinfectant spray 400-500 grams	50
Pcs.	Door mat cloth	50
Bottles	Furniture polish	75
Gallons	Muriatic acid high grade	30
Pcs.	Push brush	10
Bottles	Liquid handsoap (1 gal.)	90
Pcs.	Soap dispenser	20
Pcs.	Toilet bowl brush	50
Pcs.	Toilet plunge, heavy duty	10
Gals.	Sealer wax	5
Pcs.	Stainless steel cleaner and polish 600ml	10


MELINA C. REYES
 Division Chief III, FMD



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 janitorial supplies for FMD-BGMS Facility Cleaner at CAAP Head Office				
Technical Specifications	Quantity	Unit	Unit Price	Total Price
Air freshener, Liquid	75	Gals.		
Fragrance essential oil (250ml) (bamboo scent)	20	Bottle		
All-purpose cleaner with fragrance	130	Gals.		
Map head, 500 grams	150	Pcs.		
Map handle	50	Pcs.		
Screen urinal deodorizer	130	Pcs.		
Scrubbing pad 16" dia.	30	Pcs.		
Interfolded hand paper towel single ply 175 sheets	100	Pc.		
Stripping pad 16" dia.	5	Pcs.		
Jumbo roll tissue paper	30	Rolls		
Hand sprayer	80	Pcs.		
Liquid sealer wax	40	Gals.		
Door mat PVC 30mtrs/roll	1	Rolls		
Flanner cloth	100	Pcs.		
Stripping wax	30	Gals.		



Laundry gloves small	75	Pairs		
Laundry gloves large	75	Pairs		
Hand gloves cotton	75	Pairs		
Caution tape	1	Roll		
Caution board (wet floor)	20	Pcs.		
Caution board (cleaning in progress)	5	Pcs.		
Disinfectant spray 400-500 grams	50	Bottles		
Door mat cloth	50	Pcs.		
Furniture polish	75	Bottles		
Muriatic acid high grade	30	Gallons		
Push brush	10	Pcs.		
Liquid handsoap (1 gal.)	90	Bottles		
Soap dispenser	20	Pcs.		
Toilet bowl brush	50	Pcs.		
Toilet plunge, heavy duty	10	Pcs.		
Sealer wax	5	Gals.		
Stainless steel cleaner and polish 600ml	10	Pcs.		
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