



\_\_\_\_\_ Date

**REQUEST FOR PRICE QUOTATIONS**

No. C17-002-01

**GENTLEMEN:**

You are cordially invited to submit and quote your lowest price on the following supplies, materials and/or equipment listed hereunder. Please be informed that this procuring entity shall only consider price quotations within Approved Budget Cost (ABC). Php840,000.00

You price quotation shall include the following documents and submitted in a sealed envelope, indicating the Solicitation No. / Reference No.:

- |  |  |
|--|--|
| 1. Proposal in your official letterhead; | 6. Latest Business Tax Return for the last two (2) quarter before the opening of the quotations; |
| 2. Copy of this request;                 | 7. Mayor's Permit;   |
| 3. Brochure (if applicable);             | 8. Tax Clearance;  |
| 4. Philgeps Registration;                | 9. Omnibus Sworn Statement   |
| 5. Annual Income Tax Return;             |  |

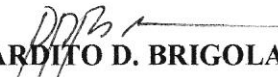
**Note:** Item No. 4 to 8 not required if already submitted in previous CAAP projects as long as document is still valid.

Furthermore, the period of delivery must be within 1 year from your receipt of the procuring entity's contract agreement and notice to proceed.

Submission of quotations must be made at this Office on or before the opening of quotations scheduled on Jan. 30, 2017 at 10:00 AM, at the CAAP-Procurement Division, Old QRT Building.

Please be guided accordingly.

Very truly yours,

  
**PILARDITO D. BRIGOLA**  
 Chairman, Canvass and Contract Committee

Qty	Unit	COMPLETE DESCRIPTION OF ARTICLE	Unit Price	Amount
24,000	5-gals/ bottle	One (1) year supply and delivery of purified drinking water to CAAP Main Office. (please see attached specifications)		

The Chairman, Canvass and Contract Committee  
 Civil Aviation Authority of the Philippines  
 Pasay City, Metro Manila

Sir:

In compliance with your request for price quotations and in behalf of \_\_\_\_\_, We hereby commit to faithfully comply with all the requirements relative to this request. It is fully understood that our failure to furnish and deliver the items as herein quoted will disqualify our firm to participate in future biddings conducted by the Authority.

\_\_\_\_\_  
 (sign over printed name)

\_\_\_\_\_  
 (position)

## TERMS OF REFERENCE

### 1. Scope of Work

One (1) Year Supply and Delivery of Purified Drinking Water to Civil Aviation Authority of the Philippines (CAAP) Main Office (24,000 containers of 5-gals. ea.)

### 2. General

The Supplier shall be under obligation to adhere to the following conditions while carrying out its duties and responsibilities during the implementation of the contract:

- a) Provide eighty (80) units of New Hot and Cold Water Dispensers and Six Hundred (600) pieces of New 5 gallons Water Containers to CAAP without deposit.
- b) Ensure the timely delivery of purified drinking water particularly during office hours, Monday to Friday.
- c) Conduct regular bi-monthly cleaning and proper maintenance of water dispensers for optimum operation.
- d) Provide service units of dispensers to CAAP in case of need and during special occasion/events.
- e) Provide standby units of dispenser for possible replacement of bogged down units.
- f) Provide the units as requested within twenty four (24) hours from receipt of letter request.
- g) Submit to CAAP Monthly Microbiological / Bacteriological Test, Physical / Chemical Test; and Certificate of Potability result conducted by any BFAD accredited testing laboratory.
- h) Bill CAAP on a calendar month basis based on actual quantity of delivered goods.
- i) Follow security measures and inspection procedure implemented by CAAP during delivery of goods and shall under no circumstances, violate standard rules and regulations at all times while inside the CAAP premises.
- j) Shall observe care and caution during the maneuvering of Supplier's Delivery vehicle, unloading and loading of the goods.

In the event of damage to life and/or property inside the CAAP premises, payment shall be withheld by CAAP until restitution to damage is made by the Supplier.

Should litigation on the court become necessary for the enforcement of the terms and conditions of this contract and for the mutual interest of the Supplier and CAAP, it is agreed and understood that the case be filed exclusively in the proper courts of Pasay City.

**3. Contract Price**

The CAAP shall pay the goods in accordance with the price indicated in the financial proposal of the supplier and shall not entertain in any price adjustment for any reason.

**4. Contract Duration**

The Supplier shall undertake to supply and deliver the Purified Drinking Water for a period of one (1) year.

Upon expiration of the contract, the CAAP shall return the Water Containers and Dispensers provided by Supplier.

**5. Prohibition to Sub-Lease**

The Supplier shall not sell, assign, transfer, pledge, sub-contract or make such any other dispositions of the contract or any part of interest therein to a third party except upon written notice and with prior consent/approval by the Director General, CAAP.

**6. Termination/Rescission of Contract**

Failure on the part of the Supplier to comply with any of the terms and conditions set forth, shall give the CAAP the right to revoke the contract within fifteen (15) days upon receipt by the Supplier of the Notice of Termination from the CAAP.