



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 **"Purchase of Janitorial supplies for CAAP Central Office and CNS/ATM Building"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-086-07**
Name of Project : **Purchase of Janitorial supplies for CAAP Central Office and CNS/ATM Building**
Approved Budget for: **Php808,495.00**
Specifications : See the attached Annex "B" for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **30 calendar days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000; (a. Form must be in accordance with Section 25.3, 2016 IRR b. Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A" & "B") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

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 damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

OSCAR B. DEMETILLO, JR. 
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:

Description			
Purchase of Janitorial supplies for CAAP Central Office and CNS/ATM Building			
Specification	QTY.	Unit Price	Total Price
Please see attached specifications at Annex "B"			
		• Inclusive of Delivery	
		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

 Contact No.

 Email Address



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Pasay City, Metro Manila 1300

Purchase Request				PR Date:	7-Mar-19
Purchase Request				PR No.	
APP Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
0010-9357	gals.	Air freshener liquid	50	437.00	21,850.00
0010-9357	gals.	Bleach liquid	50	250.00	12,500.00
0010-9357	gals.	Concentrated disinfectant/freshener	25	900.00	22,500.00
0010-9357	pcs.	Cotton duster	13	50.00	650.00
0010-9357	pcs.	Cream wax polish, 473ml. (kitchen and bath polish)	14	625.00	8,750.00
0010-9357	gals.	Crystallizer wax, high grade	15	2,750.00	41,250.00
0010-9357	gals.	Declogger	5	480.00	2,400.00
0010-9357	packs	Detergent powder, 500grams	500	175.00	87,500.00
0010-6624	gals.	Dishwashing liquid	25	375.00	9,375.00
0010-6627	pcs.	Doormat cloth	14	50.00	700.00
0010-6628	mtrs.	Doormat PVC	10	900.00	9,000.00
0010-6626	pcs.	Doormat micro, fiber, 40cm x 60cm	5	500.00	2,500.00
0010-6625	pcs.	Doormat ion, rubber, red, 55cm x 110cm	3	1,875.00	5,625.00
0010-6629	pcs.	Electronic cleaning cloth	13	375.00	4,875.00
0010-9357	gals.	Floor finish, anti-dissipative	20	3,500.00	70,000.00
0010-6630	pcs.	Furniture cloth	14	312.00	4,368.00
0010-9357	pcs.	Garbage plastic, black, 18" x 20" (50pcs.pack)	25	80.00	2,000.00
0010-9357	gals.	Glass cleaner	12	375.00	4,500.00
0010-9357	pcs.	Glass wiper	5	243.00	1,215.00
0010-9357	gal.	Gum remover	1	675.00	675.00
0010-9357	pairs	Hand gloves, ordinary	5	80.00	400.00
0010-6633	pairs	Hand gloves, industrial	2	312.00	624.00
0010-9357	pcs.	Hand sprayer, trigger type	5	100.00	500.00
0010-9357	gals.	Hand soap, liquid	50	350.00	17,500.00
0010-9357	pcs.	Hand squeegee with handle	5	400.00	2,000.00
0010-6634	pairs	Heavy duty, outdoor gloves	2	187.00	374.00
0010-6635	packs	Interfolded hand paper towel, single fly, 175sheets	1,620	81.00	131,220.00
0010-9357	pcs.	Kitchen cloth	5	150.00	750.00
0010-9357	gals.	Muriatic acid, high grade	39	312.00	12,168.00
0010-9357	pcs.	Push brush with handle	5	187.00	935.00
0010-9357	bundles	Rags, all cotton, 32pcs. Per bundle	90	62.00	5,580.00
0010-9357	pcs.	Red buffer 16"	25	812.00	20,300.00
0010-9357	gals.	Sealer wax, liquid	25	952.00	23,800.00
0010-9357	pcs.	Sponge cloth	5	250.00	1,250.00
0010-9357	pcs.	Stainless steel cleaner and polish 600g	4	2,812.00	11,248.00
0010-9357	pcs.	Steel wool pad 16" dia.	5	875.00	4,375.00
0010-6643	pcs.	Stripping pad 16" dia.	20	937.00	18,740.00
0010-6642	pcs.	Stripping pad 10" dia.	50	700.00	35,000.00
0010-9357	gals.	Stripping wax	50	750.00	37,500.00
0010-6641	packs	Stickymat/tacky mat	40	1,912.00	76,480.00
0010-6644	pcs.	Super drying mop, with handle	14	562.00	7,868.00

0010-9357	pcs.	Super drying mop, refill	25	110.00	2,750.00
0010-9357	gals.	Toilet bowl cleaner, concentrated liquid	50	550.00	27,500.00
0010-9357	pcs.	Toilet brush	15	56.00	840.00
0010-9357	pcs.	Toilet dipper	30	37.00	1,110.00
0010-6645	packs	Tissue paper, 2ply (24s per pack)	243	225.00	54,675.00
0010-6648	pcs.	Waste basket, non rigid plastic	25	31.00	775.00
		<i>xxxNothing Followsxxx</i>			
TOTAL AMOUNT					808,495.00
Purpose: PURCHASE OF JANITORIAL SUPPLIES FOR CAAP CENTRAL OFFICE AND CNS-ATMS CENTER BUILDING FOR THE 1ST QUARTER FOR 2019.					

Prepared by:

hlp
ANTERO B. BUTIAL
 Chief, Buildings and Grounds Maintenance Section

Submitted by:

[Signature]
MARIO T. MAGPOC
 OIC, Facilities Maintenance Division

Recommending Approval/Funds Available

[Signature]
JOCELYN L. CHING
 OIC, Admin. and Finance Service

APPROVED:

By Authority of the Director General

[Signature]
M/GEN RICARDO C. BANAYAT AFP (Ret.)
 OIC, Deputy Director General for Admin/OIC, Administrative Dept.