



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 various office tables and chairs for various offices at CAAP Central Office" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-043-07**
Name of Project : **Supply and delivery of various office tables and chairs for various offices at CAAP Central Office**
Approved Budget for Contract : **P1,293,438.00**
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
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 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 01 AUG 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 damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Pasay City, July 15, 2025


ATTY. MARK NESTER T. MENDOZA
CCC Chairperson



TERMS OF REFERENCE

Name of Project	:	Supply and Delivery of Various Office Tables and Chairs for Various Offices at CAAP Central Office
Approved Budget	:	Php1,293,438.00
Delivery Period	:	Thirty (30) calendar days from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</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. Non-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 on parts and services from the date of acceptance
Brochure	:	Submission of Original brochure from the manufacturer

Specification

UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Office Chair (without headrest)</p> <p>Color: Black Seat: Mid-Back Mesh Chair and Fabric Seat Arm: Fixed Armrest Built in Lumbar Support</p> <p>Material: Chrome Plated Star-base Mechanism: 360 ° swivel, Adjustable height Dimension: L55-60 x W50-54 x H90-106cm Load Capacity: Max. of 150kg.</p>	42
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Office Chairs with Headrest & Conference Room Chair</p> <p>Color: Black High back chair with armrest</p>	64

	<p>Made of mesh 360 ° swivel Chrome-plated star-base Adjustable height Adjustable Headrest and Armrest Lumbar Support Dimension: L63-65cm x W50-53cm x H120cm</p> <p>Weight Capacity: Max. of 150kg.</p>	
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Executive Chair (Junior)</p> <p>Color: Black Seat: Leatherette Seat and Back, Padded Armrest, and High-Back Arm: Fixed Armrest Dimension: L25" x W21" x H42"-46" Mechanism: Pneumatic Gas lift, Tilt Lock 360° Rotating Base</p> <p>Caster: 50-55mm</p> <p>Materials: Metal Chrome Base Twin Casters</p> <p>Load Capacity: Max. of 150kg</p>	26
UNIT	DESCRIPTION	QTY
PC	<p style="text-align: center;">Executive Chair (Senior)</p> <p>Color: Black Seat and Back: PU Synthetic Leather Arm: Padded Armrest Dimension: (H x W x D) Overall: 115-120 x 67 x 50cm Seat: 53 x 52-55 x 50cm Back: 68 x 49.5cm</p> <p>Mechanism: Pneumatic Seat Tension Control Tilt Lock Knee Tilt</p> <p>Base Material: Metal</p>	1

	<p>Chrome base Twin Casters</p> <p>Weight Capacity: Max. of 150kg.</p>	
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Manager's Chair</p> <p>Color: Black Seat and Back: PU Synthetic Leather Arm: Padded Armrest</p> <p>Dimension: (H x W x D) Overall: 116-124 x 65 x 50cm Seat: 55 x 54 x 50cm Back: 70-75 x 43-46cm</p> <p>Mechanism: Premium wooden armrest Pneumatic Seat Sleeping Chair design with Reclining Backrest and Hidden Adjustable Footrest Back Tilt Built in Lumbar Support</p> <p>Base Material: Metal Chrome base Twin Casters</p> <p>Weight Capacity: Max. of 150kg.</p>	3
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Foldable Chair</p> <p>Dimension: 47 CM X 46 W X 76 H CM Unfolded Dimensions: Height: 77.5 cm Seat Height: 46.5 cm Width: 45 cm Depth: 46.5 cm</p> <p>Folded Dimensions: Height: 97 cm</p>	10

	<p>Width: 45 cm Depth 10 cm.</p> <p>Individual Chair Weight: 3-5 kg.</p> <p>Load Capacity: Max. of 150kg. Color: Light Gray</p>	
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Gang Chair</p> <p>Features: 5 Seater Base Material: Chrome metal leg Coverings: Seat: Cold rolled steel plate Back: Cold rolled steel plate Colors: Silver Load Capacity: Max. of 150kg per seat</p> <p>Dimensions (H x W x D): OVERALL: 75-80cm x 296cm x 68cm</p>	6
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Visitor Chair</p> <p>Backrest: Nylon mesh upholstered with reinforced lumbar/back support. Armrest: Fixed, nylon material Base: <i>Sled type</i>, painted with black epoxy resin. Sled has foot stopper to prevent from sliding or falling.</p> <p>Seat rest: 488-490 x 528-530 mm (WD) Seat Height: 427-430 mm. Arm to Arm: 575-580 mm. Back rest: 458-460 x 595-600 mm. (WH) Color: Black Weight Capacity: Max. of 150kg.</p>	2
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Foldable Table</p> <p>Dimension: W175-180 x D65 x H74 cm Material: HPL tabletop, Steel Legs</p>	5

	<p>Bullnose edge With Second Layer Color: Light Gray Thickness: At least 1.50 inch.</p>	
UNIT	DESCRIPTION	QTY
PC	<p style="text-align: center;">Executive Table (Junior)</p> <p>Freestanding Table With 2 wire management holes Office Table (melamine scratch proof)</p> <p>Thickness: Top panel: At least 1.25 inch.</p> <p>DIMENSION: L110-120cm x W55-60cm x H75cm Color: Merlot Cherry Wood</p>	1
UNIT	DESCRIPTION	QTY
PC	<p style="text-align: center;">Executive Table (Junior)</p> <p>Freestanding Table With 2 wire management holes Office Table (melamine scratch proof)</p> <p>Thickness: Top panel: At least 1.25 inch.</p> <p>DIMENSION: L110-120cm x W55-60cm x H75cm Color: Natural Oak</p>	1
UNIT	DESCRIPTION	QTY
PC	<p style="text-align: center;">Executive Table (Senior)</p> <p>Freestanding Table With 2 Wire Management holes Office Table (melamine scratch proof)</p> <p>Thickness: Top panel: At least 1.25 inch. DIMENSION: L140-150cm x W75-80x H75cm Color: Merlot Cherry Wood</p>	1

UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;">Clerical Table</p> <p>Features:</p> <p>120 cm Desk with 2 grommets 3 drawer hanging pedestal with nickel handle</p> <p>Melamine lamination on top and front for heat and scratch resistance D-nut metal to metal connection for durability and easy re-installation</p> <p>Material/ Description: 25mm MFC laminated board on top , 18mm PU lamination on sides and modesty panel</p> <p>Color: Merlot Cherry Wood Dimensions (L x W x H): OVERALL: 110-120cm x 70cm x 75 cm</p>	4

Other Requirements:

1. The product to be offered should match the sample photo in the technical specification.
2. The Original brochure or catalog issued by the Manufacturer of the offered products must be submitted together with the quotation. It must be clear, complete, and legible, and must contain product descriptions, specifications, and images (where applicable) for all items included the offer.
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 may be conducted on the physical shop or warehouse of the supplier before the scheduled delivery.

Prepared by:


ROSE ANN G. LOBATON
 Procurement Analyst A

Noted by:


OSCAR B. DEMETILLO, JR.
 Chief, Procurement Division



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 Various Tables and Chairs for Various Offices at CAAP Central Office				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Office Chairs (without Headrest)	42	PCS		
Color: Black Seat: Mid-Back Mesh Chair and Fabric Seat Arm: Fixed Armrest Built in Lumbar Support Material: Chrome Plated Star-base Mechanism: 360 ° swivel, Adjustable height Dimension: L55-60 x W50-54 x H90-106cm Load Capacity: Max. of 150kg.				
Office Chairs with Headrest & Conference Room Chair	64	PCS		
Color: Black High back chair with armrest Made of mesh 360 ° swivel Chrome-plated star-base Adjustable height Adjustable Headrest and Armrest Lumbar Support Dimension: L63-65cm x W50-53cm x H120cm Weight Capacity: Max. of 150kg.				

<p>Executive Chair (Junior)</p> <p>Color: Black Seat: Leatherette Seat and Back, Padded Armrest, and High-Back Arm: Fixed Armrest Dimension: L25" x W21" x H42"-46" Mechanism: Pneumatic Gas lift, Tilt Lock 360° Rotating Base</p> <p>Caster: 50-55mm</p> <p>Materials: Metal Chrome Base Twin Casters</p> <p>Load Capacity: Max. of 150kg</p>	26	PCS		
<p>Executive Chair (Senior)</p> <p>Color: Black Seat and Back: PU Synthetic Leather Arm: Padded Armrest Dimension: (H x W x D) Overall: 115-120 x 67 x 50cm Seat: 53 x 52-55 x 50cm Back: 68 x 49.5cm</p> <p>Mechanism: Pneumatic Seat Tension Control Tilt Lock Knee Tilt</p> <p>Base Material: Metal Chrome base Twin Casters</p> <p>Weight Capacity: Max. of 150kg.</p>	1	PC		
<p>Manager's Chair</p> <p>Color: Black Seat and Back: PU Synthetic Leather Arm: Padded Armrest</p> <p>Dimension: (H x W x D) Overall: 116-124 x 65 x 50cm Seat: 55 x 54 x 50cm Back: 70-75 x 43-46cm</p>	3	PCS		

<p>Mechanism: Premium wooden armrest Pneumatic Seat Sleeping Chair design with Reclining Backrest and Hidden Adjustable Footrest Back Tilt Built in Lumbar Support</p> <p>Base Material: Metal Chrome base Twin Casters</p> <p>Weight Capacity: Max. of 150kg.</p>				
<p>Foldable Chair</p>	<p>10</p>	<p>PCS</p>		
<p>Dimension: 47 CM X 46 W X 76 H CM Unfolded Dimensions: Height: 77.5 cm Seat Height: 46.5 cm Width: 45 cm Depth: 46.5 cm</p> <p>Folded Dimensions: Height: 97 cm Width: 45 cm Depth 10 cm.</p> <p>Individual Chair Weight: 3-5 kg.</p> <p>Load Capacity: Max. of 150kg. Color: Light Gray</p>				
<p>Gang Chair</p>	<p>6</p>	<p>PCS</p>		
<p>Features: 5 Seater Base Material: Chrome metal leg Coverings: Seat: Cold rolled steel plate Back: Cold rolled steel plate Colors: Silver Load Capacity: Max. of 150kg per seat Dimensions (H x W x D): OVERALL: 75-80cm x 296cm x 68cm</p>				

<p>Visitor Chair</p> <p>Backrest: Nylon mesh upholstered with reinforced lumbar/back support. Armrest: Fixed, nylon material Base: <i>Sled type</i>, painted with black epoxy resin. Sled has foot stopper to prevent from sliding or falling.</p> <p>Seat rest: 488-490 x 528-530 mm (WD) Seat Height:427-430 mm. Arm to Arm:575-580 mm. Back rest:458-460 x 595-600 mm. (WH) Color: Black Weight Capacity: Max. of 150kg.</p>	2	PCS		
<p>Foldable Table</p> <p>Dimension: W175-180 x D65 x H74 cm Material: HPL tabletop, Steel Legs Bullnose edge With Second Layer Color: Light Gray Thickness: At least 1.50 inch.</p>	5	PCS		
<p>Executive Table (Junior)</p> <p>Freestanding Table With 2 wire management holes Office Table (melamine scratch proof)</p> <p>Thickness: Top panel: At least 1.25 inch.</p> <p>DIMENSION: L110-120cm x W55-60cm x H75cm Color: Merlot Cherry Wood</p>	1	PC		
<p>Executive Table (Junior)</p> <p>Freestanding Table With 2 wire management holes Office Table (melamine scratch proof)</p> <p>Thickness: Top panel: At least 1.25 inch.</p>	1	PC		

DIMENSION: L110-120cm x w55-60cm x H75cm Color: Natural Oak				
Executive Table (Senior)	1	PC		
Freestanding Table With 2 Wire Management holes Office Table (melamine scratch proof) Thickness: Top panel: At least 1.25 inch. DIMENSION: L140-150cm x W75-80x H75cm Color: Merlot Cherry Wood				
Clerical Table	4	PCS		
Features: 120 cm Desk with 2 grommets 3 drawer hanging pedestal with nickel handle Melamine lamination on top and front for heat and scratch resistance D-nut metal to metal connection for durability and easy re-installation Material/ Description: 25mm MFC laminated board on top , 18mm PU lamination on sides and modesty panel Color: Merlot Cherry Wood Dimensions (L x W x H): OVERALL: 110-120cm x 70cm x 75 cm				
Total (Inclusive of VAT)				

Other Requirements:

1. The product to be offered should match the sample photo in the technical specification.
2. The Original brochure or catalog issued by the Manufacturer of the offered products must be submitted together with the quotation. It must be clear, complete, and legible, and must contain product descriptions, specifications, and images (where applicable) for all items included the offer.
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 may be conducted on the physical shop or warehouse of the supplier before the scheduled delivery.

(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



ANNEX A – PROJECT SAMPLE

OFFICE/CLERICAL CHAIRS



**EXECUTIVE CHAIR
(SENIOR)**

OFFICE CHAIR WITH HEADREST

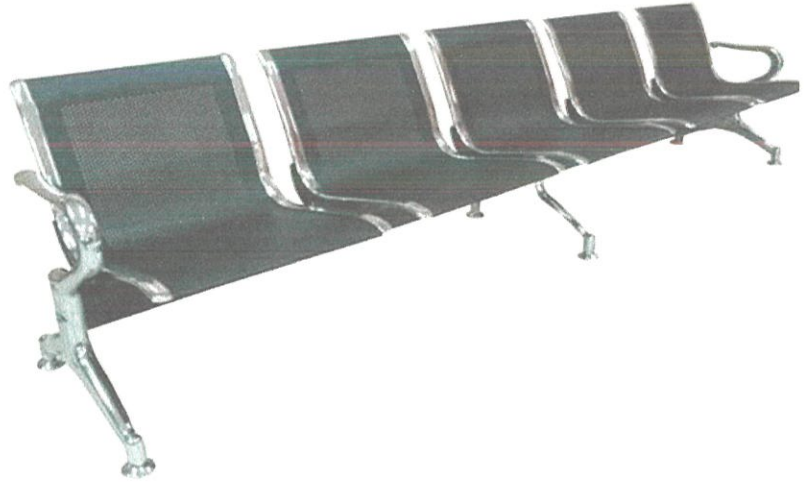




MANAGER'S CHAIR



GANG/LOBBY CHAIR



VISITOR CHAIR



FOLDABLE CHAIR





FOLDABLE TABLE



EXECUTIVE TABLE (JUNIOR)

DIMENSION: L110-120 X W55-60 X H75 CM



EXECUTIVE TABLE (SENIOR)

DIMENSION: L140-150 X W75-80 X H75 CM



CLERICAL TABLE

