



## **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 steel cabinets for various offices at CAAP Central Office" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-044-07**  
Name of Project : **Supply and delivery of various steel cabinets for various offices at CAAP Central Office**  
Approved Budget for  
Contract : **₱1,224,500.00**  
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 ₱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.

07 AUG 2025  
The quotation shall be submitted in sealed envelope on or before the closing date of \_\_\_\_\_ 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 17, 2025

  
**ATTY. MARK NESTER T. MENDOZA**  
CCC Chairperson



**TERMS OF REFERENCE**

Name of Project	:	<b>Supply and Delivery of Various Steel Cabinets for various offices at CAAP Central Office</b>
Approved Budget	:	<b>Php1,224,500.00</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 on part and services from the date of acceptance

**Specification**

UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;"><b>Cabinet- Lateral Filing Cabinet</b></p> <ul style="list-style-type: none"> <li>● 4 Drawer</li> <li>● Anti-Tilt</li> <li>● Central Locking</li> <li>● Punched Holes for Folders</li> <li>● Plastic Divider</li> <li>● With Name Holder</li> <li>● Compatible with A4,FC,letter and legal size files</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimension: L34-36" x W17-20" x H52-53"</li> <li>● Color: Light Gray</li> </ul>	46

UNIT	DESCRIPTION	QTY
PC	<p style="text-align: center;"><b>Sliding Glass Cabinet</b></p> <ul style="list-style-type: none"> <li>● 4-Layer Sliding Glass Cabinet</li> <li>● powder coated and oven baked finish</li> <li>● with lock and keys</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimension (D x W x H): 44-47cm x 90-92cm x 180cm</li> </ul> <ul style="list-style-type: none"> <li>● Color: Light Gray</li> </ul>	1
UNIT	DESCRIPTION	QTY
PCS	<p style="text-align: center;"><b>Sliding Steel Door Cabinet</b></p> <ul style="list-style-type: none"> <li>● 1 – 7 adjustable shelves</li> <li>● Provision for hanger rod</li> <li>● 5-layer</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimension:L35-38"X W15-18" X H72"</li> </ul> <ul style="list-style-type: none"> <li>● Color: Light Gray</li> </ul>	48
UNIT	DESCRIPTION	QTY
PC	<p style="text-align: center;"><b>Steel Cabinet with Vault</b></p> <ul style="list-style-type: none"> <li>● 3 filing drawers with lock</li> <li>● 1 safe compartment with dial combination lock with outer door with lock</li> <li>● 1 steel divider per filing drawer</li> <li>● Full extension ball bearing drawer slides</li> <li>● Stay hinges</li> <li>● Built-in cardholders</li> <li>● Built-in handles</li> <li>● 3 – 4 hours fire resistant (safe compartment)</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimensions: 50-53"h x 18-20"w x 22"d</li> </ul> <ul style="list-style-type: none"> <li>● Color:Light Gray</li> </ul>	1

**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 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

Approved 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:

<b>Supply and Delivery of Various Steel Cabinets for Various Offices at CAAP Central Office</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Cabinet- Lateral Filing Cabinet</b>	46	PCS		
<ul style="list-style-type: none"> <li>● 4 Drawer</li> <li>● Anti-Tilt, Central Locking</li> <li>● Punched Holes for Folders</li> <li>● Plastic Divider</li> <li>● With Name Holder</li> <li>● Compatible with A4,FC,letter and legal size files</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● <b>Dimension: L34-36" x W17-20" x H52-53"</b></li> <li>● Color: <b>Light Gray</b></li> </ul>				
<b>Sliding Glass Cabinet</b>	1	PC		
<ul style="list-style-type: none"> <li>● 4-Layer Sliding Glass Cabinet</li> <li>● powder coated and oven baked finish</li> <li>● with lock and keys</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimension (D x W x H): <b>44-47cm x 90-92cm x 180cm</b></li> <li>● Color: <b>Light Gray</b></li> </ul>				
<b>Sliding Steel Door Cabinet</b>	48	PCS		
<ul style="list-style-type: none"> <li>● 1 – 7 adjustable shelves</li> <li>● Provision for hanger rod</li> <li>● 5-layer</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimension:<b>L35-38"X W15-18" X H72"</b></li> <li>● Color: <b>Light Gray</b></li> </ul>				

<b>Steel Cabinet with Vault</b>	1	PC		
<ul style="list-style-type: none"> <li>● 3 filing drawers with lock</li> <li>● 1 safe compartment with dial combination lock with outer door with lock</li> <li>● 1 steel divider per filing drawer</li> <li>● Full extension ball bearing drawer slides</li> <li>● Stay hinges</li> <li>● Built-in cardholders</li> <li>● Built-in handles</li> <li>● 3 - 4 hours fire resistant (safe compartment)</li> <li>● Thickness: 0.7mm, Gauge 22</li> <li>● Dimensions: <b>50-53"h x 18-20"w x 22"d</b></li> <li>● Color: <b>Light Gray</b></li> </ul>				
<b>One (1) year warranty from the date of acceptance</b>				
<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 may 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.

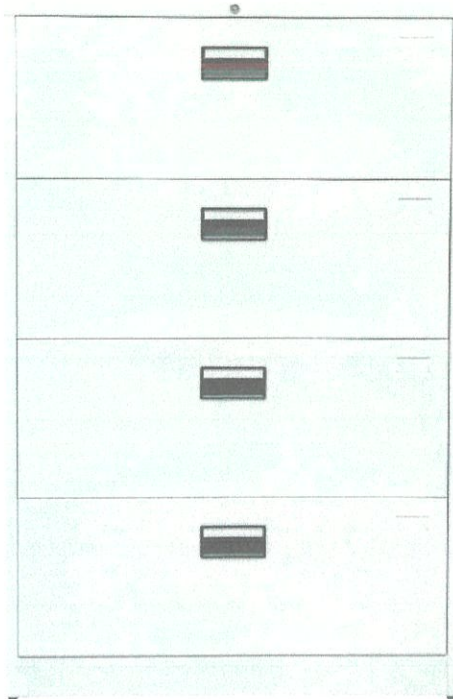
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Email Address

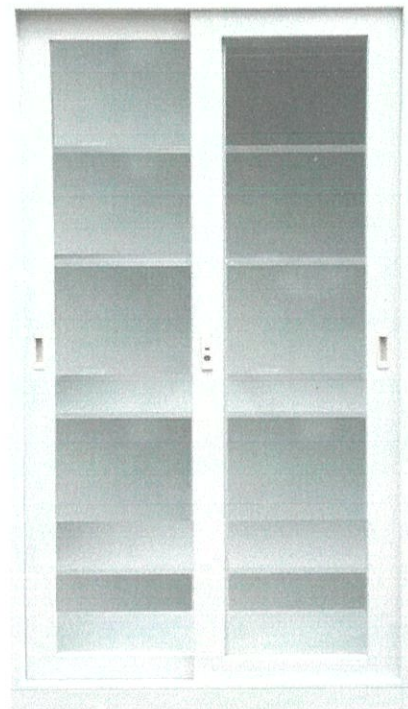
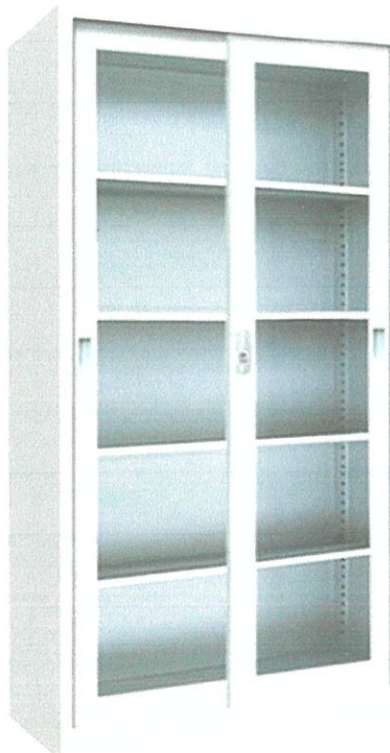


**ANNEX A – PROJECT SAMPLE**

**ITEM 1:** 4 Drawer Lateral Filing Cabinet



**ITEM 2:** Sliding Glass (Door) Steel Cabinet



**ITEM 3: SLIDING STEEL (DOOR) CABINET**



**ITEM 4: STEEL CABINET WITH VAULT**

