Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

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, delivery, and installation/replacement of battery charger of the 775KVA DEGS at Manila CNS/ATM Facility" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No.	:	**C25-038-07**
Name of Project	:	**Supply, delivery, and installation/replacement of battery charger of the 775KVA DEGS at Manila CNS/ATM Facility**
Approved Budget for Contract	:	**₱149,825.76**
Terms	:	See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term	:	**Forty-Five (45) 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 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 much 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 SEP 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, August 18, 2025

ATTY. MARK NESTER T. MENDOZA
CCC Chairperson

Annex "A"

PRICE QUOTATION FORM

Date: _____

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:

Supply, Delivery, and Installation/Replacement of Battery Charger of the 775kVA DEGS at Manila CNS/ATM Facility				
Technical Specifications	Qty	Unit	Unit Price	Total Price
Battery Charger P/N: CBI2410A	2	pcs		
1. Removal of defective battery charger. 2. Installation of new battery charger. 3. Check charging current upon energizing of the charger. 4. Mobilization/demobilization.	1	lot		
Total (Inclusive of VAT)				

The above-quoted prices are inclusive of all costs and applicable taxes.

Additional Requirements:

1. Technical datasheet, printed specification and/or brochure from the manufacturer which will be included in the submitted bid proposal. Specifications must satisfy CAAP requirements. Datasheets and Specifications should be readily available on the Internet or manufacturer's site.
2. The contractor shall submit to ANS their Method of Working Plan (MOWP) for approval prior to commencement of the installation..
3. Includes remedial measures and recommendations if an additional defect/s be detected during the course of installation/repair.
4. Certificate of Warranty for two (2) year shall be submitted after completion of the project.

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

TERMS OF REFERENCE

Name of Project	:	**Supply, Delivery, and Installation/Replacement of Battery Charger of the 775kVA DEGS at Manila CNS/ATM Facility**
Approved Budget	:	Php149,825.76 (Repair and Maintenance - Machinery &Equipment Expenses), APP 2025 Code 1758-5-02-13-050)
Delivery Period	:	Forty five (45) calendar days from the receipt of Notice for Compliance *Note: Partial delivery is **not allowed.***
Delivery Location	:	**Manila CNS/ATM Facility, CAAP, Old MIA Rd Pasay City** *Note: Delivery must be made only from 8:00AM – 12NN and 1:00PM-4:00PM during regular work days.* *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.* *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.*
Terms of Payment	:	Payment upon acceptance of the end-user and subject to usual government accounting rules and regulations.

Technical Specifications:

Technical Specifications	Qty	Unit
BAE Battery Charger P/N: CBI2410A	**2 pcs**	

SCOPE OF WORK
1. Removal of defective battery charger.
2. Installation of new battery charger.
3. Check charging current upon energizing of the charger.
4. Mobilization/demobilization.

Requirements:

1. Technical datasheet, printed specification and/or brochure from the manufacturer which will be included in the submitted bid proposal. Specifications must satisfy CAAP requirements. Datasheets and Specifications should be readily available on the Internet or manufacturer's site.
2. The contractor shall submit to ANS their Method of Working Plan (MOWP) for approval prior to commencement of the installation..
3. Includes remedial measures and recommendations if an additional defect/s be detected during the course of installation/repair.
4. Certificate of Warranty for two (2) year shall be submitted after completion of the project.

Prepared by:	Approved by:
JEM P. SARIO *CNSSO IV, ANOD*	**FLORIAN S. ATIENZA** *Acting Department Manager III, ANOD*