



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 laboratory supplies" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-047-07**
Name of Project : **Supply and delivery of various laboratory supplies**
Approved Budget for Contract : **₱304,850.00**
Terms : See the attached Annex "A" for Terms of Reference and corresponding Specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **One (1) month** from the receipt of Notice for Compliance
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP Medical (OFSAM)**

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.

The quotation shall be submitted in sealed envelope on or before the closing date of 13 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 18, 2025


ATTY. MARK NESTER T. MENDOZA
CCC Chairperson



TERMS OF REFERENCE

NAME OF PROJECT		Supply and Delivery of various laboratory supplies
APPROVED BUDGET		Three hundred four thousand eight hundred fifty pesos only (Php 304,850.00)
DELIVERY PERIOD		One (1) month from the receipt of Notice for Compliance. <i>Note: Partial Delivery is not allowed</i>
DELIVERY LOCATION		CAAP Medical (OFSAM) <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 e-mail 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 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.

TECHNICAL SPECIFICATIONS	50 Boxes	1. 4SG Urine Strips For U/A <ul style="list-style-type: none"> • 100's • 4Parameters • Insight
	40 Boxes	2. 3cc Disposable Syringe, 23G <ul style="list-style-type: none"> • Single use • Luer Lock syringe • 100's/ box
	10 Boxes	3. 5cc Disposable Syringe, 23G <ul style="list-style-type: none"> • Single use • Luer Lock syringe • 100's/ box
	30 Boxes	4. Disposable Gloves, Small, Vinyl <ul style="list-style-type: none"> • 100's / box • Powder Free • Latex Free
	25 Boxes	5. Disposable Gloves, Large Vinyl <ul style="list-style-type: none"> • 100's / box • Powder Free • Latex Free
	30 Boxes	6. Test Tube Violet Top, 2ml. <ul style="list-style-type: none"> • 100's/ Packs • 2ml • EDTA K2
	12 Bottles	7. Solbac <ul style="list-style-type: none"> • 500ml. • Anti-Bacterial Disinfectant Spray
	2 Boxes	8. Applicator Stick <ul style="list-style-type: none"> • 1000 pcs./ Box • Wooden
	20 Bottles	9. Anti-Bacterial Disinfectant <ul style="list-style-type: none"> • Zonrox • 1 gallon • Original Scent

20 Bottles	10. Anti-Bacterial Dishwashing liquid <ul style="list-style-type: none"> • Joy (AntiBac) • 1 Liter • Liquid Concentrated
15 Packs	11. Cotton Balls 500's <ul style="list-style-type: none"> • 500's • Non Sterile
6 Bottles	12. Domex <ul style="list-style-type: none"> • 1 Liter • Antimicrobial System
120 Bottles	13. Alcohol Ethyl 70% <ul style="list-style-type: none"> • Cleene
12 Boxes	14. Face mask <ul style="list-style-type: none"> • 3 Ply • Surgical Face Mask • Color: Blue • 50's • Non- woven fabric • FDA Registration no. • Polypropylene
12 Bottles	15. Insect Bottle Spray <ul style="list-style-type: none"> • Baygon (500ml.) • Odorless
12 Boxes	16. Micropore tape <ul style="list-style-type: none"> • 3M • 1" x 10yrd, 2,5cm x 9.1m.) • 12's / Box • FDA registration no. • Surgical tape
20 Bottles	17. Distilled Water <ul style="list-style-type: none"> • 10 Liter
2000	18. Drug Test Kit <ul style="list-style-type: none"> • 25's/ Box • FDA registration no. • Type: Cassette/ Urine

	1 Pc.	<ul style="list-style-type: none"> • Met-THC urine Test (3lines) • 1 Dropper , 1 Pouch <p>19. Room Thermometer</p> <ul style="list-style-type: none"> • Wall type <p>REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. The expiration of the items to be offered should not be less than eighteen (18) months from date of manufactured. 2. Product brochure in hard copies must be included. 3. Submission of FDA registration no. must be included during the submission of bid.
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Prepared by:

MARIA ROTHERESS B SAMALA, RRT
 Medical Technologies III
 OFSAM

Approved by;

ROLLY T BAYABAN, MD
 Chief, OFSAM
 OFSAM



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 and delivery of various laboratory supplies.				
Technical Specifications	QTY	Unit	Unit Price	Total Price
1. 4SG Urine Strips For U/A 100's 4Parameters Insight	50	Boxes		
2. 3cc Disposable Syringe, 23G Single use Luer Lock syringe 100's/ box	40	Boxes		
3. 5cc Disposable Syringe, 23G Single use Luer Lock syringe 100's/ box	10	Boxes		
4. Disposable Gloves, Small, Vinyl 100's / box Powder Free Latex Free	30	Boxes		
	25	Boxes		



5. Disposable Gloves, Large Vinyl 100's / box Powder Free Latex Free	30	Boxes		
6. Test Tube Violet Top, 2ml. 100's/ Packs 2ml EDTA K2	12	Bottles		
7. Solbac 500ml. Anti-Bacterial Disinfectant Spray	2	Boxes		
8. Applicator Stick 1000 pcs./ Box Wooden	20	Bottles		
9. Anti-Bacterial Disinfectant Zonrox 1 gallon Original Scent	20	Bottles		
10. Anti-Bacterial Dishwashing liquid Joy (AntiBac) 1 Liter Liquid Concentrated	15	Packs		
11. Cotton Balls 500's 500's Non Sterile	6	Bottles		



12. Domex 1 Liter Antimicrobial System	120	Bottles		
13. Alcohol Ethyl 70% Cleene	12	Boxes		
14. Face mask 3 Ply Surgical Face Mask Color: Blue 50's Non- woven fabric FDA Registration no. Polypropylene	12	Bottles		
15. Insect Bottle Spray Baygon (500ml.) Odorless	12	Boxes		
16. Micropore tape 3M 1" x 10yrd, 2,5cm x 9.1m.) 12's / Box FDA registration no. Surgical tape	20	Bottles		
17. Distilled Water 10 Liter	2000	pcs.		



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

<p>18. Drug Test Kit</p> <p>25's/ Box FDA registration no. Type: Cassette/ Urine Met-THC urine Test (3lines) 1 Dropper , 1 Pouch</p> <p>19. Room Thermometer</p> <p>Wall type</p> <p>REQUIREMENTS:</p> <p>1. The expiration of the items to be offered should not be less than eighteen (18) months from date of manufactured.</p> <p>2. Product brochure in hard copies must be included.</p> <p>3. Submission of FDA registration no. must be included during the submission of bid.</p>	1	Pc.		
Total (Inclusive of VAT)				

(Amount in Words)

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

Very truly yours,



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Name/Signature of

Representative

Position

Name of Company

Contact No.

Email Address