



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 "Procurement of electrical materials for preventive maintenance at CAAP Central Office" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-052-07**
Name of Project : **Procurement of electrical materials for preventive maintenance at CAAP Central Office**
Approved Budget for Contract : **P528,750.00**
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 Supply Division 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 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 damages 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	:	Procurement of electrical materials for preventive maintenance at CAAP Central Office
Approved Budget	:	Php528,750.00
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Compliance Partial delivery is allowed , two (2) times only.
Delivery Location/s	:	Supply Division Warehouse Ground Floor, CAAP General Services Building Gate 3, Civil Aviation Authority of the Philippines (CAAP) Baltao Road, Pasay City Metro Manila
Delivery Condition(s)	:	1. Acceptance of delivery shall be from 8:00A.M to 4:00P.M only during regular working days. 2. A written notice must be sent via email to the Procurement Division (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) at least seven (7) working days prior to the intended date of delivery. 3. Upon receipt of the Notice of Delivery, a confirmation of availability of End-User and/or Technical Inspection and Acceptance Committee (TIAC) must be received by the Supplier from the Procurement Division within two (2) working days before proceeding with the delivery. 4. The Supplier's noncompliance to the delivery conditions stipulated herein and in the Approved Contract shall be a ground for refusal of entry to the CAAP premises and receipt of delivery, with no fault on the part of the CAAP.
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specification

	Item Description	Qty.
pcs	LED Tube, T8, 16W, 1,200mm x 28mm dia. 15,000h, 1,600 lumens, singled ended power connection, day light	500
pcs	LED Tube, T8, 8W, 600mm x 28mm dia. 15,000h, 800 lumens, singled ended power connection, day light	500
pcs	LED Bulb, daylight, 13W, 8,000hrs. Lifetime, 1,450 lumens	50

pcs	LED Bulb, daylight, 9W, 8,000hrs. Lifetime, 900 lumens	375
pcs	LED Bulb, daylight, 5W, 8,000hrs. Lifetime, 480 lumens	200
pcs	LED T5 Batten 16W, Daylight, 1,440 lumens 2 pin type	50
boxes	150m - 3.5mm ² Str. THHN wire, lead free, made from soft copper with 100% conductivity	6
boxes	150m - 5.5mm ² Str. THHN wire, lead free, made from soft copper with 100% conductivity	3
pcs	50-m Conduit flexible pipe, thick wall, 1/2" dia.	5
sets	Two gang universal outlet, 16A, 250V with plate and cover, wide series	20
sets	Two gang switch with reflector, 10A 250V, wide series with plate/cover	20
sets	One gang switch with reflector, 10A 250V, wide series with plate/cover	20
sets	One gang aircon outlet, 20A, 250V, wide series with plate/cover	10
rolls	Electrical tape, Big	150
pcs	Fluorescent/tube holder, T8, max wattage: 660W, 250V	100
bottles	Contact cleaner 360ml	5
units	Exhaust fan, ceiling mounted, dimension 14"x14", 230V, 60hz, 20A	5
units	Exhaust fan, ceiling mounted, dimension 12"x12", 230V, 60hz, 20A, 33W	5
pcs	PVC Moulding 3/4" x 8'L	20
pcs	4" dia. x 10m Air duct Specs: Made of aluminum foil and PVC film with high strength steel wire	3
pcs	6" dia x 10m Air duct Specs: Made of aluminum foil and PVC film with high strength steel wire	3
pcs	PVC Surface type utility box	20
units	5 gang extension outlet with voltage surge and overload protector	10
pcs	PVC Utility box 2"x4"	20


MELINA C. REYES
 Division Chief III, FMD



PRICE QUOTATION FORM

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.

Procurement of electrical materials for preventive maintenance at CAAP Central Office				
Technical Specifications	Quantity	Unit	Unit Price	Total Price
LED Tube, T8, 16W, 1,200mm x 28mm dia. 15,000h, 1,600 lumens, singled ended power connection, day light	500	pcs		
LED Tube, T8, 8W, 600mm x 28mm dia. 15,000h, 800 lumens, singled ended power connection, day light	500	pcs		
LED Bulb, daylight, 13W, 8,000hrs. Lifetime, 1,450 lumens	50	pcs		
LED Bulb, daylight, 9W, 8,000hrs. Lifetime, 900 lumens	375	pcs		
LED Bulb, daylight, 5W, 8,000hrs. Lifetime, 480 lumens	200	pcs		
LED T5 Batten 16W, Daylight, 1,440 lumens 2 pin type	50	pcs		
150m – 3.5mm ² Str. THHN wire, lead free, made from soft copper with 100% conductivity	6	boxes		
150m – 5.5mm ² Str. THHN wire, lead free, made from soft copper with 100% conductivity	3	boxes		
50-m Conduit flexible pipe, thick wall, 1/2" dia.	5	pcs		
Two gang universal outlet, 16A, 250V with plate and cover, wide series	20	sets		
Two gang switch with reflector, 10A 250V, wide series with plate/cover	20	sets		
One gang switch with reflector, 10A	20	sets		



250V, wide series with plate/cover				
One gang aircon outlet, 20A, 250V, wide series with plate/cover	10	sets		
Electrical tape, Big	150	rolls		
Fluorescent/tube holder, T8, max wattage: 660W, 250V	100	pcs		
Contact cleaner 360ml	5	bottles		
Exhaust fan, ceiling mounted, dimension 14"x14", 230V, 60hz, 20A	5	units		
Exhaust fan, ceiling mounted, dimension 12"x12", 230V, 60hz, 20A, 33W	5	units		
PVC Moulding 3/4" x 8'L	20	pcs		
4" dia. x 10m Air duct Specs: Made of aluminum foil and PVC film with high strength steel wire	3	pcs		
6" dia x 10m Air duct Specs: Made of aluminum foil and PVC film with high strength steel wire	3	pcs		
PVC Surface type utility box	20	pcs		
5 gang extension outlet with voltage surge and overload protector	10	units		
PVC Utility box 2"x4"	20	pcs		
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

 Contract No.

 Email Address