



## **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 LOCK OUT and TAG OUT for various Air Navigation Facilities" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-070-08**  
Name of Project : **Supply and delivery of LOCK OUT and TAG OUT for various Air Navigation Facilities**  
Approved Budget for Contract : **P301,200.00**  
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  
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)  
Delivery Location : **CAAP ANS Technical Center**

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 07 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 15, 2025

  
**EMERSON S. PAGKANIWANGAN**  
CCC Vice-Chairperson



**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:

<b>Supply and Delivery of LOCK OUT and TAG OUT for Various Air Navigation Facilities.</b>				
Technical Specifications	Qty	Unit	Unit Price	Total Price
<b>Personal Electrical Lockout Kit</b> <i>CONTAINS:</i> <i>Red Padlocks</i> <i>7C5 Red Circuit Breaker Padlocks</i> <i>420 Lockout hasp</i> <i>427 snap on hasp</i> <i>491B Circuit breaker Lockout</i> <i>493B Circuit breaker Lockout</i> <i>496B wall switch lockout</i> <i>497A Tags( 12/pack)</i>	12	sets		
<b>491B Circuit Breaker Lockout</b>	12	pcs		
<b>CBL480 Clamp On Circuit Breaker Lockout</b>	12	pcs		
<b>" DO NOT OPERATE" ID Tags</b> <i>12pcs per pack</i>	24	packs		
<b>Total (Inclusive of VAT)</b>				

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

**Additional Requirements:**

1. Technical datasheets and specifications from the manufacturer shall be submitted with the bid proposal. Specifications must satisfy CAAP requirements.
2. Certificate of Warranty for one (1) year must be submitted upon delivery of the goods. The warranty period shall commence from the date of acceptance of the goods by the end-user.
3. Brief demonstration of product application and uses during delivery.

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Contact No.

\_\_\_\_\_  
 Email Address



### TERMS OF REFERENCE

Name of Project	:	Supply and Delivery of LOCK OUT and TAG OUT for Various Air Navigation Facilities.
Approved Budget	:	Php 301,200.00 (Other Supplies & Materials Expenses) – APP 0991-5-02--03-990)
Delivery Period	:	Forty five (45) calendar days from the receipt of Notice for Compliance.  <i>Note: Partial delivery is <b>not allowed</b>.</i>
Delivery Location	:	ANS TECHNICAL CENTER  <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 the 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.



**Technical Specifications:**

Unit	Item Description	Quantity
sets	<b>Personal Electrical Lockout Kit</b> CONTAINS: Red Padlocks 7C5 Red Circuit Breaker Padlocks 420 Lockout hasp 427 snap on hasp 491B Circuit breaker Lockout 493B Circuit breaker Lockout 496B wall switch lockout 497A Tags( 12/pack)	12
pcs	<b>491B Circuit Breaker Lockout</b>	12
pcs	<b>CBL480 Clamp On Circuit Breaker Lockout</b>	12
packs	<b>" DO NOT OPERATE" ID Tags</b> 12pcs per pack	24

**Additional Requirements:**

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3. Brief demonstration of product application and uses during delivery.

Prepared by:



**JEM P. SARIO**

*CNSSO IV/ EMMID - ANOD*

Approved by:



**DARWIN V. CALLO**

*Division Chief III/EMMID - ANOD*