



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 purified drinking water for FY 2025 to Civil Aviation Authority of the Philippines (CAAP) Central Office" in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

RFQ No. : **C25-077-08**
Name of Project : **Supply and delivery of purified drinking water for FY 2025 to Civil Aviation Authority of the Philippines (CAAP) Central Office**

Approved Budget for

Contract : **₱1,497,600.00**
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) year** 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.

The quotation shall be submitted in sealed envelope on or before the closing date of 02 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 28, 2025

fr: SPackalimza 3:42pm
ATTY. MARK NESTER T. MENDOZA
CCC Chairperson *fr*



TERMS OF REFERENCE

Name of Project	: Supply and Delivery of Purified Drinking Water for FY 2025 to Civil Aviation Authority of the Philippines (CAAP) Central Office
Approved Budget	: <u>Php1,497,600.00</u>
Delivery Period	: <ul style="list-style-type: none"> • Delivery period shall commence on or before the expiration of the 2024 contract or upon full consumption of the total amount of the said contract, whichever comes first. • The Supply Division shall inform the winning bidder at least a week prior to the target start of delivery. • Delivery shall be made from Monday to Saturday, 8: 00A.M – 4:00P.M.
Delivery Location	: Civil Aviation Authority of the Philippines (CAAP) Old MIA Road, Pasay City, Metro Manila
General Conditions	: The Supplier shall be under obligation to adhere to the following conditions while carrying out its duties and responsibilities during the implementation of the contract: <ol style="list-style-type: none"> a) To supply/deliver a minimum of 3,120 container of 5-gallons per month or 780 containers of 5-gallons per week. b) Provide One hundred Sixty-Five (165) units of Brand New Hot and Cold-Water Dispensers and One Thousand (1,000) pieces of new 5-gallons Water Containers to CAAP free or no charge. c) Provide Round Polycarbonate Resin Type Container with minimum of 18 stages Purification Process. d) Ensure the timely delivery of purified drinking water particularly during office hours, Monday to Saturday. e) Conduct regular bi-monthly cleaning and proper repair/preventive maintenance of Water Dispensers for optimum operation (Parts and Services Free of Charges). f) Provide service units of dispensers to CAAP in case of need and during special occasion /events. g) Provide at least two (2) standby units of dispenser for possible replacement of defective units. h) Provide the units as requested within twenty-four (24) hours from receipt of letter request. i) Drinking-water must be clear and does not have objectionable taste, odor and color. It must be pleasant to drink and free from all harmful organisms, chemical substances and radionuclides.

Terms of Reference

Supply and Delivery of Purified Drinking Water for FY 2025 to Civil Aviation Authority of the Philippines (CAAP) Central Office

	<ul style="list-style-type: none"> j) End-user shall conduct random test of delivered water to Department of Health accredited laboratory at the expense of the supplier. k) Submit to CAAP Monthly Microbiological / Bacteriological Test, Physical / Chemical Test; and Certificate of Potability result conducted by any Department of Health accredited testing laboratory. l) Bill CAAP on a calendar month basis based on actual quantity of goods delivered m) Follow security measures and inspection procedure implemented by CAAP during delivery of goods and shall under no circumstances, violate standard rules and regulations at all times while inside the CAAP premises. n) Shall observe care and caution during the maneuvering of Supplier's Delivery vehicle, unloading and loading of goods. <p>In the event of damage to life and/or property inside the CAAP premises, payment shall be withhold by CAAP until restitution to damage is made by the Supplier.</p> <p>Should litigation on the court become necessary for the enforcement of the terms and conditions of this contract and for the mutual interest of the supplier and CAAP, it is agreed and understood that the case be filed exclusively in the proper courts of Pasay City.</p>
Contract Price	: The CAAP shall pay the goods in accordance with the price indicated in the financial proposal of the Supplier and shall not entertain in any price adjustment for any reason.
Contract Duration	: The Supplier shall undertake to Supply and Deliver Purified Drinking Water on the period specified in the contract, but may continue to extend services upon request of CAAP while on process of procurement and prior to implementation of new contract agreement. CAAP shall return the water containers and dispensers provided by the Supplier after expiration of the contract
Prohibition of Sub-Lease	: The Supplier shall not sell, assign, transfer, pledge, sub-contract or make such any other dispositions of the contract or any part of interest therein to a third party except upon written notice and with prior consent / approval by the Director General, CAAP.
Termination/Rescission	: Failure on the part of the Supplier to comply with any of the

Terms of Reference

Supply and Delivery of Purified Drinking Water for FY 2025 to Civil Aviation Authority of the Philippines (CAAP) Central Office

of Contract	terms and conditions set forth, shall give the CAAP the right to revoke the contract within fifteen (15) days upon receipt by the Supplier of the Notice of Termination from the CAAP.
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Prepared by:


MONALISA P. IMPERIAL
Supply Officer III
Supply Division

Approved by:


GEMB KAHMIL P. GARCIA-ANISCOL
Division Chief III
Supply Division



PRICE QUOTATION FORM

Date: _____

The Chairperson
 Canvass and Contract Committee
 Procurement Division, CAAP
 MIA Road, Pasay

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotations for the item/s as follows:

Supply and Delivery of Purified Drinking Water FY-2025 to Civil Aviation Authority of the Philippines (CAAP) Central Office				
Specifications	QTY	Unit	Unit Price	Total Price
-Minimum of 3,120 container of 5-gallons per moth or 780 containers of 5-gallons per week	37,440	5-gal container		
-Provision of 165 units Brand New Hot & Cold-Water Dispenser (free of charges)				
-Provision of 1,000 pieces of new 5-gallons water containers (free of charges)				
-Round Polycarbonated Resin Type Container				
-Minimum of 18 stages Purification Process				
-Monthly Cleaning of Hot & Cold water Dispenser				
-Repair/Preventive Maintenance of Hot & Cold Water Dispenser (Parts and Services Free of Charges)				
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



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Contact No.

Email Address