



## REQUEST FOR QUOTATION / PROPOSAL

The Civil Aviation Authority of the Philippines – Central Office (CAAP-CO), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the project described below for Fiscal Year 2025, in accordance with Section 34 of the **Implementing Rules and Regulations (IRR) of Republic Act No. 12009**, otherwise known as the “New Government Procurement Act.”

RFQ No.	:	C25-091-09
Name of the project	:	Preventive Maintenance Service (PMS) and Calibration of Treadmill Machine
Approved Budget for Contract (ABC)	:	Php100,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	One (1) Year
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	CAAP OFSAM Office

### I. SUBMISSION OF DOCUMENTS

Interested suppliers are required to submit the following valid and current documents, which must be: properly paginated, with tabbing, and placed in a sealed long brown envelope; and chronologically arranged in accordance with the list below:

1. Valid PhilGEPS Registration Certificate (Platinum Membership) – all pages;
2. Valid Mayor’s/Business Permit;
3. Valid Tax Clearance Certificate;
4. Latest Income and/or Business Tax Return (Annual or Quarterly);
5. Duly accomplished and original Omnibus Sworn Statement (OSS) in the form prescribed by the NGPA Standard Forms, and if applicable:
  - Original Notarized Secretary’s Certificate, for corporations, partnerships, or cooperatives; or
  - Original Special Power of Attorney, for joint ventures, authorizing the signatory to represent the Bidder and sign the OSS (required for ABCs above ₱50,000.00);
6. Original brochure or product literature (if applicable);
7. Duly accomplished Price Quotation Form, in the prescribed format.

Upon claiming the Contract, the winning supplier shall present the original copies of all documents listed above for verification purposes, or submit a Certified True Copy issued by the relevant government agency. However, original copies of the Omnibus



Sworn Statement, Brochure (if applicable), and Price Quotation Form must be included in the submitted sealed quotation/proposal.

## **II. QUOTATION VALIDITY AND SUBMISSION DETAILS**

All price quotations shall remain valid for a period of one hundred twenty (120) calendar days from the date of submission. Interested suppliers must submit their quotation or proposal in person, enclosed in a sealed long brown envelope, on or 09 OCT 2025, not later than 10:00 A.M., at the 3rd Floor, Procurement Division, General Services Building, Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City, Metro Manila. Late submissions shall not be accepted and will be deemed non-compliant.

Addressed to:

### **THE SECRETARIAT**

Canvass and Contract Committee (CCC)  
Civil Aviation Authority of the Philippines  
Old MIA Road, Pasay City, Metro Manila

Likewise, any quotation or proposal exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.

## **III. EVALUATION AND AWARD OF CONTRACT**

The contract shall be awarded to the supplier, contractor, or consultant determined to have submitted either the Single or Lowest Calculated and Responsive Bid (S/LCRB) for goods and infrastructure projects, the Most Economically Advantageous and Responsive Quotation (MEARQ), or, in the case of consulting services, the Single or Highest Rated and Responsive Proposal (S/HRRP), in accordance with Section 66 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

## **IV. INSPECTION AND ACCEPTANCE**

The CAAP Technical Inspection and Acceptance Committee (TIAC) reserves the right to inspect and/or test the goods to verify compliance with the technical specifications.

## **V. OTHER CONDITIONS**

Any interlineations, erasures, or overwriting in the submitted documents shall be considered valid only if they are signed or initialed by the bidder or their duly authorized representative. In the event of delay or failure to perform contractual obligations, liquidated damages, if applicable, shall be imposed in accordance with Section 71 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, or as otherwise provided in the contract.

Issued, this September 29, 2025 at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.

for: *SEPakalangan ng Pasay*  
**ATTY. MARK NESTOR T. MENDOZA**  
Chairperson  
Canvass and Contract Committee  
Civil Aviation Authority of the Philippines



### TERMS OF REFERENCE

Name of Project	:	Preventive Maintenance Service (PMS) and Calibration of Treadmill Machine
Approved Budget	:	Php 100,000.00
Compliance Period	:	Seven (7) days from the receipt of Notice for Compliance/Notice to Proceed
Location	:	CAAP Head Office (OFSAM Department)  <i>Notes:</i> 1.The Service must be made only from 8:00am to 4:00pm during regular working days.  2. A written notice must be sent to the official email address of the Cardiology Unit, OFSAM Department or thru SMS to a Cardiology Staff at least two (2) days prior to the intended service date.
Terms of Payment	:	Payment is on Quarterly Basis (P25,000.00) after completion of PMS schedule every quarter and subject to usual accounting and auditing requirements, regulations and processes.

#### Technical Specifications:

Equipment	Coverage Type	Duration Coverage
Treadmill Machine Mortara Stresstest SN - 117490599965	Labor Only	1 year starting from the initial PMS

1. The contract price is inclusive of all duties and taxes.
2. No changes shall be made on the contract price by reason of escalation of currency. Any adjustment in the contract price shall be made in accordance with existing guidelines and laws.
3. The duration of the contract of the PMS and Calibration shall be for a period of one (1) year.
4. The Contractor shall perform on-site PMS on a Quarterly basis and shall submit a written Service Report. 1 month warranty for any issue/s that may arise following the PMS and calibration done.
5. The Contractor shall also provide on-site support for other issues (if applicable) that cannot be resolve by telephone or through remote support.

6. The Contractor shall provide unlimited remote technical support by email, and telephone, during standard business hours.
7. The Contractor shall observe a maximum response time of four (4) hours every time from the CAAP makes its request for on-site services and/or as need arises.
8. The Contractor shall make an inspections, necessary adjustments in the machine (if applicable) as may be required by CAAP OFSAM to keep the machine in good working condition. Such inspections and adjustments made shall be free of charge.

Prepared by:



MA. CECILIA K. PAGKALIWANGAN  
Medical Equipment Technician II

Approved by:



ROLLY T. BAYABAN, MD.  
Chief, OFSAM



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:

Preventive Maintenance Service (PMS) and Calibration of Treadmill Machine				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Treadmill Machine Mortara Stresstest SN-117490599965 Labor Only (1 year starting from the initial PMS)				
<ol style="list-style-type: none"> <li>1. The contract price is inclusive of all duties and taxes.</li> <li>2. No changes shall be made on the contract price by reason of escalation of currency. Any adjustment in the contract price shall be made in accordance with existing guidelines and laws.</li> <li>3. The duration of the contract of the PMS and Calibration shall be for a period of one (1) year.</li> <li>4. The Contractor shall perform on-site PMS on a Quarterly basis and shall submit a written Service Report. 1 month warranty for any issue/s that may arise following the PMS and calibration done.</li> <li>5. The Contractor shall also provide on-site support for other issues (if applicable) that cannot be resolve by telephone or through remote support.</li> <li>6. The Contractor shall provide unlimited remote technical support by email, and telephone, during standard business hours.</li> </ol>				



<p>7. The Contractor shall observe a maximum response time of four (4) hours every time from the CAAP makes its request for on-site services and/or as need arises.</p> <p>8. The Contractor shall make an inspections, necessary adjustments in the machine (if applicable) as may be required by CAAP OFSAM to keep the machine in good working condition. Such inspections and adjustments made shall be free of charge.</p>	1	Lot		
<b>Total</b>				

1. Quarterly Payment (P25,000.00) after completion of PMS schedule every quarter and subject to usual accounting and auditing requirements, regulations and processes.
2. Compliance Period is Seven (7) days from the receipt of Notice for Compliance/Notice to Proceed.,
3. The Service must be made only from 8:00am to 4:00pm during regular working days.
4. A written notice must be sent to the official email address of the Cardiology Unit, OFSAM Department or thru SMS to a Cardiology Staff at least two (2) days prior to the intended service date.

Very truly yours,

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

\_\_\_\_\_  
 Position

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

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

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