



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.	:	C25-098-10
Name of the project	:	Rehabilitation of Manila AFC Power Plant Roof and Ceiling
Approved Budget for Contract (ABC)	:	Php2,000,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	One Hundred Fifty (150) calendar days
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	CAAP Manila AFC Power Plant
Warranty	:	Certificate of Warranty for one (1) year shall be submitted after completion of the project

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 **November 04, 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 October 01, 2025 at the Civil Aviation Authority of the Philippines - Central Office Complex, Pasay City.

for: [Signature] 10/02/2025
ATTY. MARK NESTER T. MENDOZA
Chairperson
Canvass and Contract Committee
Civil Aviation Authority of the Philippines



TERMS OF REFERENCE

Name of Project	:	: Rehabilitation of Manila AFC Power Plant Roof and Ceiling
Approved Budget	:	Php2,000,000.00 <i>(Rehabilitation of roofing of Manila AFC Power Plant, APP2025 Code 1741-50213000)</i>
Delivery Period	:	One hundred fifty (150) Calendar days
Delivery Location	:	Manila AFC Power Plant <i>Note: The activity shall be done during regular workdays, from 8:00AM - 5:00PM.</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 the activity.</i>
Terms of Payment	:	Payment upon acceptance of the end-user and subject to usual government accounting rules and regulations.

Technical Specification:

Unit	Item Description	Quantity
ft	Rib type color roof, 0.5 mm thick 90 cm wide, color blue	1478
length	Plain sheet linso pre-painted color blue 0.5 mm thick, 2 ft wide, 8 ft length	30
length	Ridge roll roofing 0.5mm x 24in. x 8ft pre-painted, color blue	16
length	Stainless steel 304 rain gutter 0.5mm thick (30in.x8ft)	32
length	Downspout PVC pipe 5 in. diameter	32
lot	Downspout PVC pipe fitting, straps, brackets and drop outlet for 5 inches diameter	1
length	Fiber cement Senepa 10in x 8ft x 9mm	12
lot	miscellaneous including consumables and accessories (tex screw, sealant, etc.	1
Bd. ft	good lumber (assorted)	2250
lot	miscellaneous including consumables and accessories (nails, bolts, steel brackets, etc.)	1
Sq m	Fiber cement board 4ft x 8ft x 6mm	300
Sq m	flat latex paint	300
lot	miscellaneous including consumables and accessories (patching compound, putty, nails, fiber joint tape, etc.	1





SCOPE OF WORK

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| 1. Removal of damaged roofing materials |
| 2. Installation of 0.5mm thick, 90 cm wide Rib type color roof (blue color) use to replace all existing old and unusable corrugated steel roof including all necessary consumables and accessories. |
| 3. Installation of 0.5mm thick colored plain sheet (blue color) use for roof ridge, valley, hip, and flashing; including all necessary consumable and accessories. |
| 4. Installation stainless steel rain gutter that will be use to replace broken and unusable existing rain gutter; including all necessary consumable and accessories. |
| 5. Installation of 5 inches diameter PVC pipe use for repair/replacement of broken and unusable existing rain downspout; including all necessary consumable and accessories. (PVC fittings, clamp strap etc.) |
| 6. Installation of good lumber (assorted sizes) use for repair/replacement of existing roof trusses including ceiling joist and frames, necessary consumables and accessories. |
| 7. Installation of 6mm thick (4x8) feet fiber cement board use for replacement of all existing old ceiling; including painting works and all necessary consumables and accessories. |
| 8. Clean-up and disposal of waste materials |

Additional Requirements:

1. Contractor must be registered with the **Philippine Contractors Accreditation Board (PCAB)**.
2. Submit detailed **method of working plan and work schedule** signed by Civil Engineer prior to implementation of the project.
3. Submission of Safety Officer certificate accredited by DOLE during the opening of Bid .
4. Provide **as-built plans** upon completion.
5. Workers should have **Personal Protective Equipment (PPE)**.
6. Certificate of Warranty for one (1) year shall be submitted after completion of the project.

Prepared by:  JEM P. SARIO CNSSO IV/ EMMID - ANOD	Approved by:  DARWIN V. CALLO Division Chief III/EMMID - ANOD
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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:

Rehabilitation of Manila AFC Power Plant Roof and Ceiling				
Technical Specifications	Qty	Unit	Unit Price	Total Price
Rib type color roof, 0.5 mm thick 90 cm wide, color blue	1478	ft		
Plain sheet linso pre-painted color blue 0.5 mm thick, 2 ft wide, 8 ft length	30	length		
Ridge roll roofing 0.5mm x 24in. x 8ft pre-painted, color blue	16	length		
Stainless steel 304 rain gutter 0.5mm thick (30in.x8ft)	32	length		
Downspout PVC pipe 5 in. diameter	32	length		
Downspout PVC pipe fitting, straps, brackets and drop outlet for 5 inches diameter	1	lot		
Fiber cement Senepa 10in x 8ft x 9mm	12	length		
miscellaneous including consumables and accessories (tex screw, sealant, etc.	1	lot		
good lumber (assorted)	2250	Bd, ft.		
miscellaneous including consumables and accessories (nails, bolts, steel brackets, etc.)	1	lot		
Fiber cement board 4ft x 8ft x 6mm	300	Sq. m.		
flat latex paint	300	Sq. m.		
miscellaneous including consumables and accessories (patching compound, putty, nails, fiber joint tape, etc.	1	lot		
1. Removal of damaged roofing materials 2. Installation of 0.5mm thick, 90 cm wide Rib type color roof (blue color) use to replace all existing old and unusable corrugated steel roof including all necessary consumables and accessories.	1	lot		



<p>3. Installation of 0.5mm thick colored plain sheet (blue color) use for roof ridge, valley, hip, and flashing; including all necessary consumable and accessories.</p> <p>4. Installation stainless steel rain gutter that will be use to replace broken and unusable existing rain gutter; including all necessary consumable and accessories.</p> <p>5. Installation of 5 inches diameter PVC pipe use for repair/replacement of broken and unusable existing rain downspout; including all necessary consumable and accessories. (PVC fittings, clamp strap etc.)</p> <p>6. Installation of good lumber (assorted sizes) use for repair/replacement of existing roof trusses including ceiling joist and frames, necessary consumables and accessories.</p> <p>7. Installation of 6mm thick (4x8) feet fiber cement board use for replacement of all existing old ceiling; including painting works and all necessary consumables and accessories.</p> <p>8. Clean-up and disposal of waste materials</p>				
Total (Inclusive of VAT)				

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

Additional Requirements:

1. Contractor must be registered with the **Philippine Contractors Accreditation Board (PCAB)**.
2. Submit detailed **method of working plan and work schedule** signed by Civil Engineer prior to implementation of the project.
3. Submission of Safety Officer certificate accredited by DOLE during the opening of Bid .
4. Provide **as-built plans** upon completion.
5. Workers should have **Personal Protective Equipment (PPE)**.
6. Certificate of Warranty for one (1) year shall be submitted after completion of the project.

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address