



2025-32

November 13, 2025

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Area Center III hereby invites interested bidders for the PURCHASE OF SEMI-EXPENDABLE MACHINERY AND EQUIPMENT AT AREA CENTER III.

Approved budget for the project - Php 306,105.00

Please secure Canvass form from www.philgeps.gov.ph or at the Regional Office, Area Center III during office hours Monday to Friday starting November 15, 2025.

The sealed quotation shall be submitted at the Civil Aviation Authority of the Philippines Regional Office, Area Center 3, Civil Aviation Complex, Clark Freeport Zone, Mabalacat Pampanga on or before November 21, 2025 at 10:00am to the Bids and Awards Committee and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP Area Center III reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call CAAP Area Center III BAC Secretariat Members at 0282464988 local 2258 for details.

Very truly yours,


ATTY. ROAN JILL E. HABOC
BAC Chairperson



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

REQUEST FOR QUOTATION

Date : _____

APP Item No : _____

Company/Business Name: ¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required for ABC above 50k) : _____

The Civil Aviation Authority of the Philippines - AreaCenter III, through its Bids and Awards Committee (BAC), intends to procure the **Purchase of Semi-Expendable Machinery & Equipment at Area Center III** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on November 21, 2025 at 10:00 a.m.**

Document	Remarks
Copy of 2025 Mayor's or Business Permit	Valid Mayor's or Business Permit
Original Notarized Omnibus Sworn Statement (GPPB-Prescribed Form) (For ABCs above P50k)	In the prescribed template. Downloadable at: https://www.gppb.gov.ph/wp-content/uploads/2023/06/Omnibus-Sworn-Statement-Revised.docx
PhilGEPS Registration Certificate (For ABCs above P50k)	Valid PhilGEPS Certificate of Registration (COR).
Latest Annual Income / Business Tax Return (For ABCs above P500k)	Annual Income Tax Return from previous year must be submitted.
Brochure	Copy of the brochure of the product/model being offered together showing its specifications.



Performance Security (for ABCs above P50k)	<p>Once the Notice of Award of the Project is given, the winning bidder is required to submit Performance Security prior to the signing of the contract as prescribed by Section 39 of Updated 206 Revised IRR of RA 9184 to wit:</p>	
	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
	<p>a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)</p>	<p>Goods and Consulting Services – Five percent (5%)</p> <p>Infrastructure Projects - Ten percent (10%)</p>
	<p>b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)</p>	
	<p>c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>
<p>Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.</p>		

For any clarification, you may contact us at telephone no. **(045) 499-1663** or email address at **bac_area3@caap.gov.ph** .


ROAN JILL E. HABOC
 BAC Chairperson



¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **bac_area3@caap.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CAAP Area Center III 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications
10. Payment shall be made after delivery and upon the submission of the required supporting



documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III may terminate 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Purchase of Semi-Expendable Machinery & Equipment at Area Center III				
Complete Descriptions of Articles	Unit	Qty	Unit Price	Total Amount
Air Purifier	unit	2		
2-Stage Filtration (Pre-Filter + HEPA H13) + Activated Carbon for odor removal				
Coverage Area: ~ 15-20 m ² , CADR around 120-150 m ³ /h				
Noise Level ≤ 45 dB sa low/mid fan speed, may 2-3 speed levels + Sleep Mode				
Power Consumption ~ 25-30W, with filter change indicator & timer setting				
Biometrics (Fingerprint Scanner)	unit	2		
Display: 2.8-inch TFT Screen				
Fingerprint Capacity: 3,000				
Card Capacity: 3,000 (optional SSR: 1,000)				
Communication: TCP/IP, USB-host				
Standard Functions: Workcode, SMS, DST, Self-Service Query, T9 input, Automatic status switch, 14 Digit User ID, Backup Battery, Schedule Bell, Simple Access Control				
Power Supply: DC 12V/1.5 A				
Compressor	unit	1		
Horse Power: 2 Hp				
Capacity (Liters): 50L				
Lightweight Aluminum Body				
Pressure: 8 Bar/ 115 Psi				



Document Scanner	unit	2		
Scanning speed of up to 35 ppm / 70 ipm				
Automatic Document Feeder (ADF) of up to 50 sheets				
One-pass duplex scanning				
USB 3.2 Gen 1				
Min Document Size: 50.8 x 50.8 mm				
Max Document Size: 215.9 x 6096 mm				
Optical Resolution: 600 x 600 dpi				
Handheld Radio	unit	2		
RF Power: 5 Watts				
Frequency: 136-174 MHZ, 400-470 MHZ				
Memory Channel: 200				
Capacity: 2800MAH				
Active Noise Cancellation				
IP68 Waterproof				
Laminating Machine (heavy duty)	unit	1		
Temperature Range: 80 - 180				
Max. laminating width: 330mm				
Can laminate up to a3				
warm up time: 5 minutes				
Microwave Oven	unit	2		
Type: Digital Microwave Oven				
Capacity: 30 Liters				
Control Type: Touchpad with LED Display				
Power Levels: 10				
Timer: Up to 99 minutes				
Body: Stainless Steel				
Refrigerator	set	1		
Volume Capacity: 7.9 cu. ft.				
Manual Defrosting System				
Energy Consumption (kW/hr): 0.89				
Voltage: 230 V				
Refrigerant: r600a				
Non-Inverter Compressor				
Rice Cooker	unit	2		
400W, Cook and Keep Warm Function				
With Steamer and Glass Cover				
5-cup (1-Liter) capacity				
Double-walled rice cooker				
Siren (Electric)	set	1		
Electric Motor Siren, heavy-duty type for				
Operating voltage: AC 220V, 50/60 Hz, current ~ 1.8 A				
Sound Output: 120-128 dB @ 1m, aluminum shell, IP44 protection				
Net Weight: ≈ 5 kg, base-mounted for fixed installation				
Telephone Unit			3	

1.4" Back-lit LCD Display				
20-station Caller ID (Name & number)				
50-station phonebook				
2-station Speed Dial ; 10-station redial memory				
Clock and alarm function				
Vaccuum Cleaner (Wet and Dry)	unit	1		
Actual suction power: (Air watts) 200				
Energy use (W): 1000				
Container capacity (l): 17				
Container material: Stainless steel				
Power cable (m): 4				
Suction hose, 2 m				
Wireless Printer and Scanner	unit	3		
Print, Scan, Copy				
Maximum Resolution: 5760 x 1440 dpi				
Wi-Fi & Wi-Fi Direct				
Compact integrated tank design				
xxx Nothing Follows xxx				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

Payment Details:

Name of Payee: _____
TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items.
Indicate "0" if item being offered is for free.

Purchase of Semi-Expendable Machinery & Equipment at Area Center III	
Approved Budget for the Contract: Three Hundred Six Thousand One Hundred Five Pesos Only	
₱ 306,105.00	
TOTAL OFFERED QUOTATION	
In Words:	
In Figures:	

Canvassed By:


RALPH ROBERT G. URBANO
Authorized Canvasser

Signature over Printed Name
Position/Designation
Office Telephone/Fax/Mobile Nos.
Email address/es





Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PURCHASE REQUEST

Department: Area Center III
 Section: _____

PR No.: _____
 SAI No.: _____

Date: September 29 2025
 Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Purchase of Semi-Expendable Machinery & Equipment at Area Center III			
	unit	Air Purifier	2	5,000.00	10,000.00
		2-Stage Filtration (Pre-Filter + HEPA H13) + Activated Carbon for odor removal			
		Coverage Area: ~ 15-20 m ² , CADR around 120-150 m ³ /h			
		Noise Level ≤ 45 dB sa low/mid fan speed, may 2-3 speed levels + Sleep Mode			
		Power Consumption ~ 25-30W, with filter change indicator & timer setting			
	unit	Biometrics (Fingerprint Scanner)	2	13,000.00	26,000.00
		Display: 2.8-inch TFT Screen			
		Fingerprint Capacity: 3,000			
		Card Capacity: 3,000 (optional SSR: 1,000)			
		Communication: TCP/IP, USB-host			
		Standard Functions: Workcode, SMS, DST, Self-Service Query, T9 Input, Automatic status switch, 14 Digit User ID, Backup Battery, Schedule Bell, Simple Access Control			
		Power Supply: DC 12V/1.5 A			
	unit	Compressor	1	17,000.00	17,000.00
		Horse Power: 2 Hp			
		Capacity (Liters): 50L			
		Lightweight Aluminum Body			
		Pressure: 8 Bar/ 115 Psi			
	unit	Document Scanner	2	38,000.00	76,000.00
		Scanning speed of up to 35 ppm / 70 ipm			
		Automatic Document Feeder (ADF) of up to 50 sheets			
		One-pass duplex scanning			
		USB 3.2 Gen 1			
		Min Document Size: 50.8 x 50.8 mm			
		Max Document Size: 215.9 x 6096 mm			
		Optical Resolution: 600 x 600 dpi			
	unit	Handheld Radio	2	5,500.00	11,000.00
		RF Power: 5 Watts			
		Frequency: 136-174 MHZ, 400-470 MHZ			
		Memory Channel: 200			
		Capacity: 2800MAH			
		Active Noise Cancellation			
		IP68 Waterproof			
	unit	Laminating Machine (heavy duty)	1	6,000.00	6,000.00
		Temperature Range: 80 - 180			
		Max. laminating width: 330mm			
		Can laminate up to a3			
		warm up time: 5 minutes			

unit	Microwave Oven	2	15,000.00	30,000.00
	Type: Digital Microwave Oven			
	Capacity: 30 Liters			
	Control Type: Touchpad with LED Display			
	Power Levels: 10			
	Timer: Up to 99 minutes			
	Body: Stainless Steel			
set	Refrigerator	1	30,000.00	30,000.00
	Volume Capacity: 7.9 cu. ft.			
	Manual Defrosting System			
	Energy Consumption (kW/hr): 0.89			
	Voltage: 230 V			
	Refrigerant: r600a			
	Non-Inverter Compressor			
unit	Rice Cooker	2	1,680.00	3,360.00
	400W, Cook and Keep Warm Function			
	With Steamer and Glass Cover			
	5-cup (1-Liter) capacity			
	Double-walled rice cooker			
set	Siren (Electric)	1	13,000.00	13,000.00
	Electric Motor Siren, heavy-duty type for industrial/emergency use			
	Operating voltage: AC 220V, 50/60 Hz, current ~ 1.8 A			
	Sound Output: 120-128 dB @ 1m, aluminum shell, IP44 protection			
	Net Weight: ≈ 5 kg, base-mounted for fixed installation			
unit	Telephone Unit	3	2,915.00	8,745.00
	1.4" Back-lit LCD Display			
	20-station Caller ID (Name & number)			
	50-station phonebook			
	2-station Speed Dial ; 10-station redial memory			
	Clock and alarm function			
unit	Vacuum Cleaner (Wet and Dry)	1	15,000.00	15,000.00
	Actual suction power: (Air watts) 200			
	Energy use (W): 1000			
	Container capacity (l): 17			
	Container material: Stainless steel			
	Power cable (m): 4			
	Suction hose, 2 m			
unit	Wireless Printer and Scanner	3	20,000.00	60,000.00
	Print, Scan, Copy			
	Maximum Resolution: 5760 x 1440 dpi			
	Wi-Fi & Wi-Fi Direct			
	Compact integrated tank design			
	xxxNothing Followsxxx			
				306,105.00

Purpose: For the use of Area Center III (Clark, Subic, Pinamalayan)

Signature:

Printed Name:

Designation:


GLENN D. BELLO
Acting Procurement Officer


GLENN D. TRIPULCA
Civil Aviation Area Manager
Area Center III

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]