



## 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.	:	C25-118-10
Name of the project	:	Supply and delivery of HVAC Air Filters at ANS Technical Center
Approved Budget for Contract (ABC)	:	Php987,300.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	Forty-Five (45) calendar days
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	CAAP ANS Technical Center
Warranty	:	One (1) year from the date of acceptance

### 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 24 NOV 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 \_\_\_\_\_ at the Civil Aviation Authority of the Philippines –  
Central Office Complex, Pasay City.

  
**ATTY. MARK NESTER T. MENDOZA**  
Chairperson  
Canvass and Contract Committee  
Civil Aviation Authority of the Philippines



**TERMS OF REFERENCE**

Name of Project	:	Supply and Delivery of HVAC Air Filters at ANS Technical Center
Approved Budget	:	Php987,300.00 (Other Supplies & Materials Expenses) - APP 2025 Code 0995-5-02-03-990
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.



Unit	Item Description	Quantity
pcs	Washable Flat Type Pre Filter MERV 9, 40% efficiency G.I. Frame, Size: 12" x 24" x 2" Actual size must be less than 1/8" to 1/4"	70
pcs	Washable Flat Type Pre Filter MERV 9, 40% efficiency G.I. Frame, Size: 24" x 24" x 2" Actual size must be less than 1/8" to 1/4"	70
pcs	Pocket Filter MERV 13, 90-95% efficiency 4 Pockets Depth: 21" G.I. Frame, Size: 12" x 24" Actual size must be less than 1/8" to 1/4"	60



Unit	Item Description	Quantity
pcs	Pocket Filter MERV 13, 90-95% efficiency 8 Pockets Depth: 21" G.I. Frame, Size: 24" x 24" Actual size must be less than 1/8" to 1/4"	60
pcs	Washable Pre Filter Pleated Type MERV 9, 40% efficiency G.I. Frame, Size: 660mm x 810mm x 92mm 3mm tolerance	60
roll	Washable Filter Mat MERV 9, 40% efficiency Size: 3/4" x 2m x 20m	4

**Additional Requirements:**

1. Technical datasheets and specifications from the manufacturer (unaltered catalog, brochure and datasheets which can be downloaded thru manufacturer's website). Specifications must satisfy CAAP requirements. Must be submitted/included on the bid proposal.
2. Filters shall be delivered in sealed and unopened boxes. Both the packaging and the filter's G.I. frame must be free from dents, deformation, corrosion, or any visible defects.
3. A Certificate of Warranty valid for one (1) year against manufacturing defects to be submitted by the supplier commencing from the date of acceptance by the end user.
4. All filters delivered shall be subject to physical inspection and verification to confirm compliance with specifications and absence of dents, damages, or other defects. Any defective or non-conforming items shall be replaced by the Supplier at no additional cost to the procuring entity.

Prepared by:  <b>JOSHUA P. SAGADRACA</b> <i>ALPT Assistant, ANOD</i>	Approved by:  <b>FLORIAN S. ATIENZA</b> <i>Acting Department Manager III, ANOD</i>
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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:

<b>Supply and Delivery of HVAC Air Filters at ANS Technical Center</b>				
Technical Specifications	Qty	Unit	Unit Price	Total Price
Washable Flat Type Pre Filter MERV 9, 40% efficiency G.I. Frame, Size: 12" x 24" x 2" Actual size must be less than 1/8" to 1/4"	70	pcs		
Washable Flat Type Pre Filter MERV 9, 40% efficiency G.I. Frame, Size: 24" x 24" x 2" Actual size must be less than 1/8" to 1/4"	70	pcs		
Pocket Filter MERV 13, 90-95% efficiency 4 Pockets Depth: 21" G.I. Frame, Size: 12" x 24" Actual size must be less than 1/8" to 1/4"	60	pcs		
Pocket Filter MERV 13, 90-95% efficiency 8 Pockets Depth: 21" G.I. Frame, Size: 24" x 24" Actual size must be less than 1/8" to 1/4"	60	pcs		
Washable Pre Filter Pleated Type MERV 9, 40% efficiency G.I. Frame, Size: 660mm x 810mm x 92mm 3mm tolerance	60	pcs		
Washable Filter Mat MERV 9, 40% efficiency Size: 3/4" x 2m x 20m	4	roll		
<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 (unaltered catalog, brochure and datasheets which can be downloaded thru manufacturer's website). Specifications must satisfy CAAP requirements. Must be submitted/included on the bid proposal.
2. Filters shall be delivered in sealed and unopened boxes. Both the packaging and the filter's G.I. frame must be free from dents, deformation, corrosion, or any visible defects.
3. A Certificate of Warranty valid for one (1) year against manufacturing defects to be submitted by the supplier commencing from the date of acceptance by the end user.
4. All filters delivered shall be subject to physical inspection and verification to confirm compliance with specifications and absence of dents, damages, or other defects. Any defective or non-conforming items shall be replaced by the Supplier at no additional cost to the procuring entity.

Very truly yours,

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

\_\_\_\_\_  
Position

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

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

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