



DATE: November 15, 2025

REQUEST FOR QUOTATION

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES-AREA X**, through its Canvass and Contract Committee (CCC), now invites interested contractors/ suppliers to submit their Price Quotations for the Project **PURCHASE OF MALASAKIT HELP KITS FOR OPLAN BIYAHENG AYOS: PASKO 2025 FOR OZAMIZ AND CAMIGUIN AIRPORTS** with their quantities, and for their respective use and end user:

Quantity/ Unit	Items	Purpose	Office/ Unit/ Airport User	Approved Budget of Contract
120 Bot	Alcohol 50ml	Use for PASKO 2025	Laguindingan Area Center 10	PhP 64,794.00
120 Pack	Wet Wipes 15Sheets			
120 Bot	Drinking Water 335ml			
120 Pcs	Chocolate bar 45g			
120 Pcs	Biscuit/Cracker 90g			
120 Pcs	Mug with cover and spoon			
120 Pcs	Transparent Tote Bag			
	- With CAAP Personalized print			
	- 12"x14"			
	- 50 pcs bag for Camiguin Airport			
	- 70 Bags for Ozamiz Airport			

Deadline of Submission: November 19, 2025, at 10:00 A.M

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Further, the prospective suppliers should possess the following:

1. Should have the legal capacity to enter into business or to perfect contracts (with updated Business Permit from DTI and recent Tax Certification from BIR as per Section 8.5 of Section 8.0 of Rule III and as per sub-paragraph a.ii of Section 24.1 of Section 24 of Rule VIII of the Revised IRR of RA 9184 and GPPB Resolution No. 11-2013 dated April 26, 2013);
2. Notarized Omnibus Sworn Statement



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

3. Should be registered in the PhilGEPS (as per GPPB Resolution No. 22-2006 dated December 6, 2006 and sub-section 4.5 of Section 4.0 of DBM Circular Letter No. 2011-6 dated August 25, 2011);
4. Should not be among those blacklisted suppliers. (as per sub- sub-paragraph a.iv (1) of Section 25.2 of Section 25 of Rule VIII of the Revised IRR of RA 9184 and Section 2 of GPPB's UNIFORM GUIDELINES FOR BLACKLISTING OF MANUFACTURERS, SUPPLIERS, DISTRIBUTORS, CONTRACTORS AND CONSULTANTS)

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)- AREA X** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

CAROLINA C. ADANZA
CCC-Secretary
PMO Office, Laguindingan Area 10
Laguindingan Misamis Oriental

Signed:


JOHN REVELL Z. SIJO
CCC-Chairperson



PROOF OF RECEIPT OF RFQ

Name of Project : **PURCHASE OF MALASAKIT HELP KITS FOR OPLAN BIYAHENG AYOS: PASKO 2025 FOR OZAMIZ AND CAMIGUIN AIRPORTS**

Location : **CAAP Area Center 10, Laguindingan Misamis Oriental**

SUPPLIER/DEALER/CONTRACTOR	DATE RECEIVED	RECEIVED BY	SIGNATURE

TO WHOM IT MAY CONCERN:

I hereby certify that I have personally served this Request for Price Quotation (RFQ) through sealed envelope to the above-named supplier/dealer/contractor in accordance with existing rules and regulations.

Official Canvasser, Area Center 10





(SVP - Goods)

No. 229-2025

Date: _____

Date: _____

NAME OF COMPANY : _____
 ADDRESS : _____
 CONTACT NO/S. : _____
 PHILGEPS REGISTRATION NO. : _____

Sir:

Please quote your best offer (lowest net price, taxes and government discount terms included) and **submit your Quotation duly signed by your or your duly authorized representative not later than;**

at _____ of _____ for:

Name of Project : **PURCHASE OF MALASAKIT HELP KITS FOR OPLAN BIYAHENG AYOS: PASKO 2025 FOR OZAMIZ AND CAMIGUIN AIRPORTS**
 Location : **CAAP Area Center 10, Laguindingan Misamis Oriental**
 Terms of Reference : **20 Calendar Days**

- 1 Quotations must be submitted either:
 - In a sealed envelope delivered personally to **Ms. Carolina C. Adanza**, CCC Secretariat, CAAP Area Center 10; or
 - Electronically via email.
- 2 For electronic submissions, bidders must send their accomplished Request for Quotation (RFQ) in PDF format—or any file format that allows password protection—to cccarea10@gmail.com.
- 3 The submitted file must be secured with a password.
- 4 The CCC Secretariat or the interested supplier/contractor may communicate via email, SMS, or phone call to exchange the password a few minutes prior to the scheduled opening of quotations.
- 5 The email must include the bidder's complete name, company details, and an active contact number to facilitate coordination.
- 6 For further inquiries or clarifications, you may contact **0915-568-9246**.

1 The following documents must be submitted on or before the Closing Date of Submission;

- a) Mayor's Permit
- b) Proof PhilGEPS Registration
- c) Notarized Omnibus Sworn Statement (Please see attached format or refer to this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/06/Omnibus-Sworn-Statement-Revised.docx>)
 - * **Required documents must be submitted, and all quotations must be presented in a signed and sealed envelope; failure to meet either standard shall result in non-compliance and grounds for disqualification.**
 - * **For partnerships, corporations, cooperatives, or joint ventures: submit a duly notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, as applicable. For corporations or incorporated entities, a Secretary's Certificate shall be submitted. For sole proprietors or non-incorporated bidders, an SPA executed by the owner shall be submitted if a representative is designated.**
- 2 All quotations shall be considered as fixed price and not subject to price escalation during the contract implementation.
- 3 Payment shall be made through check.
- 4 All recipients of the RFQ—whether or not they intend to participate in the bidding—must fill out and return the Proof of Receipt form. This ensures that the Canvass and Contract Committee (CCC) can proceed with the the bidding process even if only one bidder submits a complete RFQ. The CCC strictly implements the "minimum of three" bidders policy, which includes both participating bidders and those to whom the RFQ was distributed.

JOHN ROVELL Z. SIJO
 Chairperson, CCC-Area Center 10

ITEM DESCRIPTION (SPECIFY THE BRAND AND MODEL OF YOUR OFFER/PROPOSAL, IF APPLICABLE)	APPROVED BUDGET OF THE CONTRACT (ABC)	OFFER*							REMARKS
		PRICE				Compliance w/ Technical Specifications			
		QTY	UNIT	UNIT PRICE	TOTAL PRICE	YES	NO		



1	Alcohol 50ml.				120	bot					
2	Wet Wipes 15sheets				120	pack					
3	Drinking Water 335ml.				120	bot					
4	Chocolate bar 45g.				120	pc					
5	Biscuits/Crackers 90g.				120	pc					
6	Mug with cover & spoon				120	pc					
7	Transparent Tote Bag				120	pc					
	- With CAAP Personalized print										
	- 12" x 14"										
	- 50 pcs. For Camiguin Airport										
	- 70 pcs. For Ozamis Airport										
				₱64,794.00							
TOTAL BID/PROPOSAL AMOUNT							In Figure:	₱			
							In Words:	₱			

 Signature over Printed Name
 of the Supplier/Dealer/Contractor



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 the 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 technical specifications 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 cccare10@gmail.com.
- (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 e-mail shall be considered.

TERMS AND CONDITIONS

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- 3 Price quotation/s, shall be denominated in Philippine Peso which includes all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. Further, the most advantageous to the government to the point of quality of materials and prices as well as the responsiveness of the bids shall be the basis of the award.
- 6 The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in any of the following conditions set forth by Sec. 41 (Reservation Clause) of the Revised IRR of RA 9184.
- 7 The Item/s shall be delivered within seven (7) calendar days from receipt of Purchase Order duly approved and issued by the Area Manager except to purchases brought about by emergency cases/circumstances as well as those supplies/materials which are to be manufactured/produced for a longer period.
- 8 The Supply Office of Area Center 10 shall have the right to inspect and to test the goods to confirm their conformity to the technical specifications.
- 9 Date of Completion: In case of an approved POW, within the period stated therein. While, in cases of regular procurement (if not stated), within 7-10 days or less, after the issuance of the Purchase Order.
- 10 Mode and Terms of Payment: Within ten (10) working days after the supplies/materials and labor/service have been inspected and accepted, respectively, through a check issued by the procuring entity.
- 11 Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. This Office (AC 10) shall rescind 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.

NOTE: The aforesaid Terms and Conditions shall be without prejudice to any provisions of a Contract which will be executed by and between the Procuring Entity and Contractor/Supplier/Dealer in order to conform with the requirements set forth by R.A. 9184