



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.	:	C25-115-10
Name of the project	:	Procurement of various materials for preventive maintenance of CAAP Central Office and Facilities
Approved Budget for Contract (ABC)	:	Php294,450.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	Thirty (30) calendar days
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	CAAP Head Office Warehouse

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 10 DEC 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 03 DEC 2025 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	:	Procurement of various materials for preventive maintenance of CAAP Central Office and Facilities
Approved Budget	:	Php294,450.00
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Compliance Partial delivery is allowed , two (2) times only.
Delivery Location/s	:	Supply Division Warehouse Ground Floor, CAAP General Services Building Gate 3, Civil Aviation Authority of the Philippines (CAAP) Baltao Road, Pasay City Metro Manila
Delivery Condition(s)	:	1. Acceptance of delivery shall be from 8:00A.M to 4:00P.M only during regular working days. 2. A written notice must be sent via email to the Procurement Division (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) at least seven (7) working days prior to the intended date of delivery. 3. Upon receipt of the Notice of Delivery, a confirmation of availability of End-User and/or Technical Inspection and Acceptance Committee (TIAC) must be received by the Supplier from the Procurement Division within two (2) working days before proceeding with the delivery. 4. The Supplier's noncompliance to the delivery conditions stipulated herein and in the Approved Contract shall be a ground for refusal of entry to the CAAP premises and receipt of delivery, with no fault on the part of the CAAP.
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specification

Unit	Item Description	Qty.
sets	Entrance door lock tubular lever set Materials: Chassis: Steel Latch and bolt: Zinc Strike: Steel Knob: Zinc Finish: Stainless steel	20



	Testing cycles: up to 200,000 cycles Keys: 3pcs key nickel	
sets	Entrance door lock standard duty knob set Materials: Chassis: Steel Latch and bolt: Zinc Strike: Stainless steel Knob: Stainless steel Cylinder: Solid brass 5-pin tumble Keys: 3pcs. Key nickel plated	11
sets	Hydraulic door closer surface mounted Specs: Heavy duty Powerful achieves size 2, 3, 4 spring force Adjustable arm Two valves Weight capacity: 80kgs. Material: Stainless steel	10
packs	Special welding rod (5kgs) N6013 Specs: Size: 2.5mm or 3/32 Electrode length: 2350mm	8
pcs.	Metal grinding disc 100mm dia. Suitable for grinding any kind of steel High quality and durable	30
pcs.	Metal cutting disc 100mm dia. Super thin, Max 15,300/min, Max 80/sec.	30
sets	Butane gas 220g, with torch (stainless steel and ABS)	10
pcs.	Concrete/tiles cutting disc 100mm dia. Variations: Turbo type Suitable application: Cement sheeting, concrete, clay brick, pavers, granite and engineered stone	10
pcs.	Metal cutting wheel 14" dia. Specs: Thickness: Typically around 2.5mm to 3mm Cutting ability: Suitable for cutting metal, stainless steel and other hard materials Speed: Optimized for high-speed cutting	5



	applications. Maximum safe operating speed usually around 4,400rpm	
pcs.	Concrete cutting disc 7" , segmented (for angle grinder)	3
pcs.	Metal drillbit 1/8" dia. high grade quality	30
pcs.	Metal drillbit 3/16" dia. high grade quality	30
pcs.	Metal drillbit 1/4" dia. high grade quality	20
pcs.	Metal drillbit 5/8" dia. high grade quality	10
pcs.	Masonry drillbit 1/8" dia. high grade quality	20
pcs.	Masonry drillbit 3/16" dia. high grade quality	20
pcs.	Masonry drillbit 1/4" dia. high grade quality	20
pcs.	Masonry drillbit 5/8" dia. high grade quality	10
kls.	G.I Tie wire #16	30
gals.	Water base wood glue (4kgs./gal)	5
pcs.	Hacksaw blade, high quality durable saw	20
boxes	Blind rivets 1/8" dia, x 1/2" long (500pcs)	10
boxes	Blind rivets 1/8" dia. x 3/4" long (500pcs)	10
boxes	Blind rivets 3/16" dia. x 3/4" long (500pcs)	5
boxes	Blind rivets 3/16" dia. x 1" long (500pcs)	3
boxes	Self drill screw 50mm, flat head, zinc or galvanized (1000pcs)	10
boxes	Self drill screw 25mm, flat head, zinc or galvanized (1000pcs)	10
boxes	Black drywall screw 25mm, coarse thread flat head (1000pcs)	10
boxes	Black drywall screw 50mm, coarse thread flat head (1000pcs)	5
sets	Dyna bolt 3/8" dia. x 3" L with anchor bolt sleeve	50
boxes	1" dia. Drive pin (low. Velocity power fastener with washer) 100pcs. /box	10
boxes	Cartridge (6.8 x 11mm .27 caliber safety strip power loads) 100pcs. /box	5
tubes	Multi-purposed silicone sealant clear	50
cans	All purposed structural adhesive (1 ltr) Type A and B	10
tubes	No more nails all-purpose grab adhesive	10



kls.	Common nail 3"	10
kls.	Common nail 2"	10
kls.	Common nail 1"	10
kls.	Finishing nail 3"	10
kls.	Finishing nail 2"	10
kls.	Finishing nail 1"	10
pcs.	Text screw bit double head, high quality	30
pcs.	Grinding wheel 6" dia. for bench grinder	3
kls.	Concrete nails 3"	5
kls.	Concrete nails 2"	5
kls.	Concrete nails 1"	5
liter	4 stroke oil (for grass cutter)	5
liter	2 stroke oil (for grass cutter chainsaw)	5
liter	Synthetic blend oil	5



MELINA C. REYES
Division Chief III, FMD



PRICE QUOTATION FORM

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.

Procurement of various materials for preventive maintenance of CAAP Central Office and Facilities				
Technical Specifications	Quantity	Unit	Unit Price	Total Price
Entrance door lock tubular lever set Materials: Chassis: Steel Latch and bolt: Zinc Strike: Steel Knob: Zinc Finish: Stainless steel Testing cycles: up to 200,000 cycles Keys: 3pcs key nickel	20	sets		
Entrance door lock standard duty knob set Materials: Chassis: Steel Latch and bolt: Zinc Strike: Stainless steel Knob: Stainless steel Cylinder: Solid brass 5-pin tumble Keys: 3pcs. Key nickel plated	11	sets		
Hydraulic door closer surface mounted Specs: Heavy duty Powerful achieves size 2, 3, 4 spring force Adjustable arm Two valves Weight capacity: 80kgs. Material: Stainless steel	10	sets		
Special welding rod (5kgs) N6013 Specs: Size: 2.5mm or 3/32	8	packs		



Electrode length: 2350mm				
Metal grinding disc 100mm dia. Suitable for grinding any kind of steel High quality and durable	30	pcs.		
Metal cutting disc 100mm dia. Super thin, Max 15,300/min, Max 80/sec.	30	pcs.		
Butane gas 220g, with torch (stainless steel and ABS)	10	sets		
Concrete/tiles cutting disc 100mm dia. Variations: Turbo type Suitable application: Cement sheeting, concrete, clay brick, pavers, granite and engineered stone	10	pcs.		
Metal cutting wheel 14" dia. Specs: Thickness: Typically around 2.5mm to 3mm Cutting ability: Suitable for cutting metal, stainless steel and other hard materials Speed: Optimized for high-speed cutting applications. Maximum safe operating speed usually around 4,400rpm	5	pcs.		
Concrete cutting disc 7", segmented (for angle grinder)	3	pcs.		
Metal drillbit 1/8" dia. high grade quality	30	pcs.		
Metal drillbit 3/16" dia. high grade quality	30	pcs.		
Metal drillbit 1/4" dia. high grade quality	20	pcs.		
Metal drillbit 5/8" dia. high grade quality	10	pcs.		
Masonry drillbit 1/8" dia. high grade quality	20	pcs.		
Masonry drillbit 3/16" dia. high grade quality	20	pcs.		
Masonry drillbit 1/4" dia. high grade quality	20	pcs.		
Masonry drillbit 5/8" dia. high grade quality	10	pcs.		
G.I Tie wire #16	30	kls.		
Water base wood glue (4kgs./gal)	5	gals.		
Hacksaw blade, high quality durable saw	20	pcs.		
Blind rivets 1/8" dia, x 1/2" long (500pcs)	10	boxes		



Blind rivets 1/8" dia. x 3/4" long (500pcs)	10	boxes		
Blind rivets 3/16" dia. x 3/4" long (500pcs)	5	boxes		
Blind rivets 3/16" dia. x 1" long (500pcs)	3	boxes		
Self drill screw 50mm, flat head, zinc or galvanized (1000pcs)	10	boxes		
Self drill screw 25mm, flat head, zinc or galvanized (1000pcs)	10	boxes		
Black drywall screw 25mm, coarse thread flat head (1000pcs)	10	boxes		
Black drywall screw 50mm, coarse thread flat head (1000pcs)	5	boxes		
Dyna bolt 3/8" dia. x 3" L with anchor bolt sleeve	50	sets		
1" dia. Drive pin (low. Velocity power fastener with washer) 100pcs. /box	10	boxes		
Cartridge (6.8 x 11mm .27 caliber safety strip power loads) 100pcs. /box	5	boxes		
Multi-purposed silicone sealant clear	50	tubes		
All purposed structural adhesive (1 ltr) Type A and B	10	cans		
No more nails all-purpose grab adhesive	10	tubes		
Common nail 3"	10	kls.		
Common nail 2"	10	kls.		
Common nail 1"	10	kls.		
Finishing nail 3"	10	kls.		
Finishing nail 2"	10	kls.		
Finishing nail 1"	10	kls.		
Text screw bit double head, high quality	30	pcs.		
Grinding wheel 6" dia. for bench grinder	3	pcs.		
Concrete nails 3"	5	kls.		
Concrete nails 2"	5	kls.		
Concrete nails 1"	5	kls.		



4 stroke oil (for grass cutter)	5	liter		
2 stroke oil (for grass cutter chainsaw)	5	liter		
Synthetic blend oil	5	liter		
Total (Inclusive of VAT)				

(Amount in Words)

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

Name/Signature of Representative

Position

Name of Company

Contract No.

Email Address