



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.	:	C25-117-10
Name of the project	:	Supply and delivery of CAAP Dental Health Record Form
Approved Budget for Contract (ABC)	:	Php100,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	One (1) month
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		Supply and Delivery of CAAP Dental Health Record Form
APPROVED BUDGET		One Hundred Thousand Pesos only. (Php 100,000.00)
DELIVERY PERIOD		One (1) month from the receipt of Notice for Compliance. <i>Note: Partial Delivery is not allowed</i>
DELIVERY LOCATION		CAAP Head Office Warehouse <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 e-mail 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 concerned office must be received by the supplier before proceeding with the delivery. None compliance may be 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.
TECHNICAL SPECIFICATIONS	5,000 Pcs.	CAAP Dental Health Record Form <ul style="list-style-type: none"> • 6.5" x 10" long • 160 gsm • See Attached sample • Submission of actual sample must be included during the submission of bid.

Prepared by:


IRIS MAE DELACRUZ – CABATAC, DMD
DENTIST III

Approved by:


ROLLY T BAYABAN, MD
Chief, OFSAM



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:

Supply and Delivery of CAAP Dental Health Record Form				
Technical Specifications	QTY	Unit	Unit Price	Total Price
CAAP DENTAL HEALTH RECORD FORM	5000	Pcs.		
<ul style="list-style-type: none"> • 6.5 X 10" • 160 gsm • See Attached sample • Submission of actual sample must be included during the submission of bid. 				
Total (Inclusive of VAT)				

(Amount in Words)

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

Very truly yours,

 Name/Signature of Representative

 Position



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Name of
Company

Contact No.

Email Address



Civil Aviation Authority of the Philippines
Dental Health Record

NAME _____ DATE OF BIRTH _____
 SURNAME FIRST NAME MIDDLE INITIAL

ADDRESS _____ KIND OF LICENSE _____

STATUS																
RIGHT											LEFT					
	55	54	53	52	51	61	62	63	64	65						
UPPER																
	18	17	16	15	14	13	12	11	21	22	23	24	25	26	27	28
	48	47	46	45	44	43	42	41	31	32	33	34	35	36	37	38
LOWER																
STATUS																
RIGHT											LEFT					

LEGEND: CONDITION

- / - Present Teeth
- D - Decayed (Caries indicated for filling)
- M - Missing due to Caries
- MO - Missing due to Other Causes
- Im - Impacted Tooth
- Sp - Supernumerary Tooth
- Rf - Root Fragment
- Un- Unerupted

RESTORATION & PROSTHETICS

- Am- Amalgam Filling
- Co - Composite Filling
- JC - Jacket Crown
- Ab - Abutment
- Att - Attachment
- P - Pontic
- In - Inlay
- Imp - Implant
- S - Sealants
- Rm - Removable Denture

SURGERY

- X- Extraction due to Caries
- XO - Extraction due to other Causes

APPLIANCES

- _____ Orthodontic
- _____ Stayplate
- _____ OTHERS

DATE OF EXAMINATION: _____
 CHECKED BY: _____



Civil Aviation Authority of the Philippines
Dental Health Record

TREATMENT RECORD

DATE	AGE	DIAGNOSIS	DETAILS OF SERVICE RENDERED	CHECKED BY