



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.	:	C25-129-10
Name of the project	:	Supply and delivery of various Car Batteries for CAAP Central Office Service Vehicles
Approved Budget for Contract (ABC)	:	Php148,600.00
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 – 3:00 PM
Delivery location	:	CAAP Supply Division Warehouse
Warranty	:	Eighteen (18) months warranty from 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 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.

 **DEC 03 2025**
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 Various Car Batteries for CAAP Central Office Service Vehicles
Approved Budget	:	Php148,600.00
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Proceed
Delivery Location/s	:	Supply Division- Supply Warehouse Civil Aviation Authority of the Philippines (CAAP) Baltao Road, Pasay City Metro Manila
Delivery Condition(s)	:	<ol style="list-style-type: none"> 1. Acceptance of delivery shall be from 8:00A.M to 3:00P.M. only during regular working days, upon coordination with the Motorpool Section. 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 from the Acceptance Committee (TIAC) must be received by the Supplier 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 Specifications

Qty.	Unit	Item Description
6	pcs	1. SMF D31R Reverse (Battery) Van
5	pcs	2. SMF D31L (Battery) Pick-Up
4	pcs	3. 1SMF D24L (Battery) Sedan
TOTAL: 15		

Additional Requirements:

1. Datasheet/specification of the items of being offered to be submitted with the quotation.
2. Certificate of Authorized Distributorship from the brand being offered and must be available at the website of the manufacturer.
3. Certificate of Warranty for eighteen (18) months from the date of delivery and acceptance.


PREPARED:


SANDRONICO C. AMPER
Admin Support Staff

CONCURRED:


NIKKOLE ANNE MARIE V. PARLADE, Rpm
Admin Officer III/OIC, Motorpool Section

APPROVED/DISAPPROVED:


MELINA C. REYES
Division Chief III, FMD



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 Various Car Batteries for CAAP Central Office Service Vehicles				
Technical Specifications	QTY	Unit	Unit Price	Total Price
3 SMF D31R Reverse (Van)	6	Pcs		
3 SMF D31L (Pick-Up)	5	Pcs		
1SMF D24L (Sedan)	4	pcs		
Total (Inclusive of VAT)				

Additional Requirements:

1. Datasheet/specification of the items of being offered to be submitted with the quotation.
2. Certificate of Authorized Distributorship from the brand being offered and must be available at the website of the manufacturer.
3. Certificate of Warranty for eighteen (18) months from the date of delivery and acceptance.

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

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address