



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.	:	C25-141-11
Name of the project	:	Environmental Sanitary Services/ Hazardous Medical Waste Sanitary Services/ Hazardous (1-year service, inclusive of Permit to Transport, PCO Accreditation, Quarterly Self-Monitoring Report (SMR) and Monthly Medical Waste Collection)
Approved Budget for Contract (ABC)	:	Php84,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	One (1) Year
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	CAAP, Office of the Flight Surgeon and Aviation Medicine (OFSAM)
Warranty	:	One (1) year warranty on parts and services 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 12 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 05 DEC 2025, at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.

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



TERMS OF REFERENCE

NAME OF PROJECT		ENVIRONMENTAL SANITARY SERVICES/HAZARDOUS MEDICAL WASTE (1-year service, inclusive of Permit to Transport, PCO Accreditation, Quarterly Self-Monitoring Report (SMR) and Monthly Medical Waste Collection)
APPROVED BUDGET		Eighty Four Thousand Pesos Only (84,000.00)
COMPLIANCE PERIOD		Five (5) Calendar Days upon the receipt of Notice for Compliance.
PICK-UP LOCATION		CAAP – Office of the Flight Surgeon and Aviation Medicine
PICK-UP TIME		Once a month, between 8:00 AM – 4:00 PM (Mon-Fri, except holidays) 30 mins – 1 hour (pick up time)
TERMS OF PAYMENT		Monthly payment after collection and upon receipt of statement of Account from the third party.
TECHNICAL SPECIFICATIONS	1 pc	<p>The service provider shall have Transporter Registration Certificate from EMB-DENR. Shall have a valid contract with the registered Treatment Storage and Disposal (TSD) facility.</p> <p>A. Scope of work</p> <ul style="list-style-type: none">• shall conduct monthly hazardous/medical waste collection• Shall provide registered vehicle for waste transport from CAAP-OFSAM to Treatment Storage and Disposal (TSD) facility• Shall ensure that personnel involve in handling hazardous waste have received proper training.• Shall provide assistance in quarterly Self-Monitoring Report (SMR)

		<ul style="list-style-type: none">• Shall provide assistance in securing permits such as Hazardous Waste Generator ID, Permit to Transport (PTT), Pollution Control Officer (PCO) Accreditation and Certificate of Non-Coverage. <p>The Pickup time should be Once a month, between 8:00 AM – 4:00 PM (Mon-Fri, except holidays) 30 mins – 1 hour (pick up time)</p>
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Prepared by:



MARIA ROTNESS B. SAMALA, RMT
Medical Technologist III
OFSAM

Approved by;



ROLLY T BAYABAN, MD
Chief, OFSAM
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:

ENVIRONMENTAL SANITARY SERVICES/HAZARDOUS MEDICAL WASTE (1-year service, inclusive of Permit to Transport, PCO Accreditation, Quarterly Self-Monitoring Report (SMR) and Monthly Medical Waste Collection)				
Technical Specifications	QTY	Unit	Unit Price	Total Price
ENVIRONMENTAL SANITARY SERVICES/HAZARDOUS MEDICAL WASTE (1-year service, inclusive of Permit to Transport, PCO Accreditation, Quarterly Self-Monitoring Report (SMR) and Monthly Medical Waste Collection)	1	PC		

Total (Inclusive of VAT)				

(Amount in Words)

_____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