



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.	:	C25-156-11
Name of the project	:	Supply and delivery of Flight Plan Form Pads for ATS Facilities/Operations use
Approved Budget for Contract (ABC)	:	Php199,800.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery period	:	Thirty (30) calendars days
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 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 04 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 Flight Plan Form Pads for ATS Facilities/Operations use
Approved Budget	: Php199,800.00
Delivery Period	: <u>Thirty (30) calendar days</u> from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Sample or Brochure	: The bidders are REQUIRED to include in their bids the actual sample of the Flight Progress Strip.
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 email 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 a 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:

Item	Flight Plan (FPL) Form Pad
Media	Carbonless Copy Paper
Language	English

Size	8.5" x 13" (inches)
Print	Front and back
Quantity	Three Hundred Thirty-Three (333) Pads
One (1) Pad	One Hundred (100) Forms
One (1) FPL Form	Three (3) Ply
Color	White - Original Yellow - Duplicate Green - Triplicate
Print and spacing	<i>See attached samples</i>

Note:

Flight Plan Form samples are available at the ATS Planning Division Office, Ground Floor, ATS Building.

Prepared by:

APRIL FRANCES P. OBIÑA
Head, Procurement Planning
 Air Traffic Service

Approved by:

MARLENE I. SINGSON
Assistant Director General II
 Air Traffic Service



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 Flight Plan Form Pads for ATS Facilities/Operations use				
Technical Specifications	Quantity	Unit	Unit Price	Total Price
Flight Plan (FPL) Form Pads	333	pads		
Media: Carbonless Copy Paper Language: English Size: 8.5" x 13" (inches) Print: Front and back Quantity: Three Hundred Thirty-Three (333) Pads One (1) Pad: One Hundred (100) Forms One (1) FPL Form: Three (3) Ply Color: White – Original Yellow – Duplicate Green – Triplicate Print and Spacing: See attached samples				
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

Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Old MIA Rd. Pasay City, Metro Manila 1300

FLIGHT PLAN

PRIORITY <<≡ **FF** →

ADDRESSEE(S)

DATE OF FILING → ORIGINATOR <<≡

SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR

3 MESSAGE TYPE <<≡ (**FPL**)

7 AIRCRAFT IDENTIFICATION

8 FLIGHT RULES

TYPE OF FLIGHT <<≡

9 NUMBER TYPE OF AIRCRAFT WAKE TURBULENCE CATEGORY

10. EQUIPMENT <<≡

13. DEPARTURE AERODROME TIME <<≡

15 CRUISING SPEED LEVEL → ROUTE

16 DESTINATION AERODROME TOTAL EET → ALTN AERODROME → 2ND ALTN AERODROME <<≡

18 OTHER INFORMATION

SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)

19 ENDURANCE HR MIN → P / PERSONS ON BOARD → R / UHF VHF ELT

SURVIVAL EQUIPMENT → S / P D M J → JACKETS → J / L F U V

DINGHIES → D / NUMBER CAPACITY → COVER → COLOUR <<≡

AIRCRAFT COLOUR AND MARKINGS

REMARKS → N / <<≡

PILOT-IN-COMMAND → C / <<≡

FILED BY

CERTIFICATION

This is to certify that the above entries are true and correct and that, the pilot-in-command of this aircraft, pledge not to fly over prohibited and restricted areas; will not willfully deviate from the filed flight plan, except when necessary in the interest of safety; will operate only in accordance with existing Civil and Military regulations; and will not operate in any manner inimical to the security of the Republic of the Philippines. The herein Pilot-In-Command is qualified to fly the route mentioned in this Flight Plan.

PILOT'S NAME AND SIGNATURE LICENSE NO., RATING & EXPIRY DATE OR DULY AUTHORIZED REPRESENTATIVE LICENSE NO. & EXPIRY DATE

CAAP ACCEPTANCE

Received by: Date/Time Filed Facility/Airport

INSTRUCTIONS

1. Accomplish form in Triplicate:
 - a) Original (white) to AIS, FSS, TWR or Airport Officer In-Charge
 - b) Duplicate (yellow) to pilot in-command
 - c) Triplicate (green) to aircraft owner/operator
2. Complete all items in the Flight Plan form as required using capital letters.
3. Completed flight plan form must be personally filed, faxed or AFTN by the pilot in-command or his duly licensed authorized representative (Licensed Flight Dispatcher) with the appropriate air traffic services unit (AIS, FSS and TWR accordingly) one (1) hour before the EOBT.
4. ERASURE OR ALTERATION IN ACCOMPLISHING THIS FORM IS NOT ALLOWED.
5. Filed flight plan shall be kept for a period of one (1) year and must be made available for references by the appropriate authority.
6. Attach passenger manifest (for general aviation flights).
7. Include client name, postal address with expiry date to operate and contact number in the remarks (for general aviation flights).

QUICK GUIDE

Field 10a

N No capabilities-
Include no other entries if filed

S Standard
A GBAS Landing System
B LPV (APV w/SBAS)
C LORAN C
D DME

E1-E3 ACARS

E1 FMC WPR
E2 D-FIS
E3 PDC
F ADF
G GNSS
H HF RTF
I INS

J1 CPDLC ATN

J1 VDL Mode 2

J2-J7 CPDLC FANS 1/A

J2 HFDL
J3 VDL Mode A
J4 VDL Mode 2
J5 Satcom Inmarsat
J6 Satcom MTSAT
J7 Satcom Iridium
K MLS
L ILS

Satcom RTF

M1 Inmarsat
M2 MTSAT
M3 Iridium
O VOR

P1-P9 RCP
P1 CPDLC RCP 400
P2 CPDLC RCP240
P3 Sat Voice RCP400
P4-P9 Reserved
Q Reserved
R PBN
T TACAN
U UHF RTF
V VHF RTF
W RVSM
X MNPS
Y 8.33 kHz VHF
Z Other Cap.

Notes:

1. Filing R requires a PBN/ entry in Field 18
2. Filing Z requires a NAV/, COM/, or DAT/ entry in Field 18
3. Standard equipment is VOR, VHF, and ILS
4. File Field in the order shown (e.g. SDGIRW)

Field 10b

N No capability-
Include no other entries if filed

Transponder (file no more than one letter)

A Mode A
C Mode A and C

S Mode S, ACID and Altitude
P Mode S, Altitude, no ACID
I Mode S, ACID, no Altitude
X Mode S, no ACID, no Altitude
E Mode S, ACID, Altitude, extended squitter
H Mode S, ACID, Altitude, Enhanced Surveillance
L Mode S, ACID, Altitude, Enhanced Surveillance,
extended squitter

ADS-B

B1 1090 MHZ out capability, or
B2 1090 MHZ out and in capability
U1 UAT out capability, or
U2 UAT out and in capability
V1 VDL Mode 4 out capability, or
V2 VDL Mode 4 out and in capability

ADS-C

D1 ADS-C FANS-1/A, and/or
G1 ADS-C ATN

Note:

1. Include items as applicable for transponder, ADS-B, and ADS-C. File "N" only if none of the capabilities are applicable.

Field 18 Other Information

(File in this order)

STS/ Special Handling (see list)
PBN/ Performance Based Navigation (see list)
NAV/ Other Navigation Capability (see FAA rqmts)
COM/ Other Comm. Capability
DAT/ Other Data Application or Capabilities
SUR/ Other Surveillance Capability(see FAA rqmts)
DEP/ Non-standard Departure (e.g. MD24)
DEST/ Non-standard Destination (e.g. EMI090021)
DOF/ Date of Flight (e.g. 121123)
REG/ Registration (if not in callsign) (e.g. NI23A)
EET/ Estimated Elapsed Times (e.g. KZNY0124)
SEL/ SELCAL (e.g. BPAM)
TYP/ Non-standard AC Type
CODE/ 24-bit address (e.g. A519D9)
DLE/ Delay (at a fix) (e.g. EXXON0120)
OPR/ Operator
ORGN/ Flight Plan Originator (e.g. KHOUARCW)
PER/ Performance Category (e.g. A)
ALTN/ Non-standard Alternate (s) (e.g. 61NC)
RALT/ Enroute Alternate(s) (e.g. EINN CYYR KDTW)
TALT/ TAKE-OFF Alternate(s) (e.g. KTEB)
RIF/ Route to revised Destination
RMK/ Remarks

PBN/ capabilities (8 max)

A1 RNAV10 (RNP10) L1 RNP 4

RNAV 5

B1 A11

B2 GNSSO2 GNSS

B3 DME/DME

B5 INS or IRS

B6 LORANC

RNAV 2

C1 A11

C2 GNSS

C3 DME/DME

C4 DME/DME/IRU

Approach

S1 RNP APCH

S2 RNP APCH w/

BARO VNAV

RNAV 1

D1 A11

D2 GNSS

D3 DME/DME

D4 DME/DME/IRU without RF

AR Approach

T1 RNP AR APCH

with RF

T2 RNP AR APCH

SUR/ capabilities

RSP180

RSP400

DEST/ Non-standard Destination

Ex. DEST/1234N56789E where
where: 12 - degrees, 34 - minutes
567 - degrees, 89 - minutes