



## 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.	:	C25-163-12
Name of the project	:	Supply and delivery of Vinyl Sticker Paper Clear A4
Approved Budget for Contract (ABC)	:	Php150,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery period	:	Thirty (30) calendar 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 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**


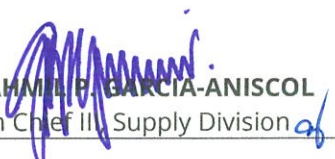
Name of Project	:	Supply and Delivery of Vinyl Sticker Paper Clear A4
Approved Budget	:	Php150,000.00
Delivery Period	:	30 calendar days from the receipt of Notice of Compliance.  Note: Partial delivery is not allowed.
Delivery Location	:	CAAP Head Office Warehouse Civil Aviation Authority of the Philippines (CAAP) Old MIA Road, Pasay City, Metro Manila  Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.  A Written Notice must be sent to the official email address of the Procurement Division ( <a href="mailto:procurement@caap.gov.ph">procurement@caap.gov.ph</a> ), and Supply Division ( <a href="mailto:supply@caap.gov.ph">supply@caap.gov.ph</a> ) at least seven (7) days prior to the intended date of delivery.  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.
Terms of Payment	:	Payment upon completed delivery of goods/items, and subject to usual government accounting rules and regulations

Specifications:

Unit	Item Description	Quantity
packs	Vinyl Sticker Paper Clear A4	600
	*****Nothing Follows*****	

Additional Conditions/Requirement:

- Submission of sample for the product offered is required during the opening of bids.
- Only bidders who are registered business are allowed to participate in the bidding.
- Subcontracting is not allowed.

Prepared by:	Approved by:
 <b>GIL P. AGBON</b> Supply Officer I	 <b>GEMB KAHMIL P. GARCIA-ANISCOL</b> Division Chief II, Supply Division

*Terms of Reference*

Supply and Delivery of Vinyl Sticker Paper Clear A4



**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Chairperson  
 Canvass and Contract Committee  
 Procurement Division, CAAP  
 MIA Road, Pasay

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotations for the item/s as follows:

<b>Supply and Delivery of Vinyl Sticker Paper Clear A4</b>				
<b>Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Vinyl Sticker Paper Clear A4	600	packs		
<b>Total (Inclusive of VAT)</b>				

(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