



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.	:	C25-164-12
Name of the project	:	General pest control and termite on selected buildings at CAAP Central Office and Facilities
Approved Budget for Contract (ABC)	:	Php600,000.00
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 Central Office
Warranty	:	Twelve (12) months from date of treatment

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 17 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	:	General pest control and termite treatment on selected buildings at CAAP Central Office and Facilities
Approved Budget	:	Php600,000.00
Delivery Period	:	Thirty (30) Calendar Days from the receipt of Notice for Compliance
Delivery Location/s	:	CAAP Central Office Civil Aviation Authority of the Philippines Old Mia Road Pasay City Note: 1. General pest control and Termite treatment service will be conducted during Saturday or Sunday. 2. One (1) year covering period 3. Frequency of service once (1) a month
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specification

Unit	Item Description	Qty.
Lot	<p>General pest control and Termite treatment Area covered:</p> <ol style="list-style-type: none"> 1. Annex Building – G/F to 2/F 2. Admin Building – Basement to 5/F 3. ATS Building – G/F to 3/F 4. AFC Building – G/F to 2/F 5. CNS-ATMC – G/F to 2/F 6. FSIS Building – G/F to 2/F 7. ANS Building – G/F to 2/F 8. General Services Building – G/F to 3/F 9. CATC – G/F to 2/F 10. Manila Control Tower <p>Scope of work for general pest control:</p> <p>1. Surface spraying</p> <p>- Service that uses compressed sprayer to distribute approved FDA/FPA pesticides with water, on areas prone of crawling insects. Spraying focuses mainly on kitchen areas, drainages, cracks and crevices and hidden surfaces. This type of treatment is guaranteed to control the general infestation right on the spot with long residual effect.</p>	1

2. Misting Operation

- Service shall be performed with the use of electro mist dispenser, which transforms spray into microns for effective control of all disease transmitting and destructive flying and crawling insects.

3. Gel Baiting for cockroaches and ant

- Service will be performed if there are severe infestations. This non-toxic, no odor gel will be placed to cracks and crevices, under tables, sink etc.

4. Rat Abatement Maintenance Program (RAMP)

- Service covers the control of all species of rodents by the use of slow or fast acting rodenticides (chemical) and/or by the installation of effectively proven devices (mechanical) or by the combination of both.

Frequency of Treatment:

- Once (1) a month

Covering Period

- One (1) year

Condition:

- FPA LICENSES RECOGNIZED BY THE FDA
- FDA LICENSE TO OPERATE

Scope of work for termite treatment:

1. General survey and thorough inspection of the whole premises to determine the following:

- a. Presence or absence of an infestation
- b. Location of the termite colony/ies
- c. Source or cause of the infestation
- d. Extent of damage to your property
- e. Necessary measures to eradicate the infestation

2. Demolition and extermination of discovered termite colony/ies.

3. Application of termiticide solution particularly on incorporated wooden structures such as but not limited to: baseboards, doorjambs, cabinets, furniture and fixtures found to be infested with termites.

4. Application of termiticide powder utilizing the Trophallaxis method where spraying is not applicable, particularly, in and about all electrical outlets, which are used by termites as passageways

5. A Chemical Barrier Treatment Procedure shall be conducted either through trenching (Direct soil injection)

or Drilling (Drilling of 16mm/18mm holes within the perimeter of the building) alongside the structure walls.

Notes:

1. Warranty certificate with validity period of Twelve (12) months from date of treatment shall be issued. During the duration of which, a monthly inspection/monitoring shall be conducted. If subterranean termite is in presence, re-infestation shall be performed free of charge.
2. All chemical are FDA Approved.
3. Conduct of termite treatment will be serviced upon request or active presence of termite on certain buildings/facilities.

Frequency of Treatment:

- Once (1) a month

Covering Period

- One (1) year

Condition:

- FPA LICENSES RECOGNIZED BY THE FDA
- FDA LICENSE TO OPERATE



MELINA C. REYES

Division Chief III, Facilities Maintenance Division



PRICE QUOTATION FORM

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.

General pest control and termite treatment on selected buildings at CAAP Central Office and Facilities				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<p>General pest control and termite treatment Area covered:</p> <ol style="list-style-type: none"> 1. Annex Building – G/F to 2/F 2. Admin Building – Basement to 5/F 3. ATS Building – G/F to 3/F 4. AFC Building – G/F to 2/F 5. CNS-ATMC – G/F to 2/F 6. FSIS Building – G/F to 2/F 7. ANS Building – G/F to 2/F 8. General Services Building – G/F to 3/F 9. CATC – G/F to 2/F 10. Manila Control Tower <p>Scope of work for general pest control:</p> <p>1. Surface spraying</p> <p>- Service that uses compressed sprayer to distribute approved FDA/FPA pesticides with water, on areas prone of crawling insects. Spraying focuses mainly on kitchen areas, drainages, cracks and crevices and hidden surfaces. This type of treatment is guaranteed to control the general infestation right on the spot with long residual effect.</p> <p>. Misting Operation</p> <p>- Service shall be performed with the use</p>	1	Lot		



<p>of electro mist dispenser, which transforms spray into microns for effective control of all disease transmitting and destructive flying and crawling insects.</p> <p>3. Gel Baiting for cockroaches and ant - Service will be performed if there are severe infestations. This non-toxic, no odor gel will be placed to cracks and crevices, under tables, sink etc.</p> <p>4. Rat Abatement Maintenance Program (RAMP) - Service covers the control of all species of rodents by the use of slow or fast acting rodenticides (chemical) and/or by the installation of effectively proven devices (mechanical) or by the combination of both.</p> <p>Frequency of Treatment: - Once (1) a month</p> <p>Covering Period - One (1) year</p> <p>Condition:</p> <ul style="list-style-type: none"> • FPA LICENSES RECOGNIZED BY THE FDA • FDA LICENSE TO OPERATE <p>Scope of work for termite treatment:</p> <ol style="list-style-type: none"> 1. General survey and thorough inspection of the whole premises to determine the following: <ol style="list-style-type: none"> a. Presence or absence of an infestation b. Location of the termite colony/ies c. Source or cause of the infestation d. Extent of damage to your property e. Necessary measures to eradicate the infestation 2. Demolition and extermination of discovered termite colony/ies. 3. Application of termiticide solution particularly on incorporated wooden structures such as but not limited to: baseboards, doorjambs, cabinets, furniture and fixtures found to be infested with termites. 4. Application of termiticide powder utilizing the Trophallaxis method where 				
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<p>spraying is not applicable, particularly, in and about all electrical outlets, which are used by termites as passageways</p> <p>5. A Chemical Barrier Treatment Procedure shall be conducted either through trenching (Direct soil injection) or Drilling (Drilling of 16mm/18mm holes within the perimeter of the building) alongside the structure walls.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Warranty certificate with validity period of Twelve (12) months from date of treatment shall be issued. During the duration of which, a monthly inspection/monitoring shall be conducted. If subterranean termite is in presence, re-infestation shall be performed free of charge. 2. All chemical are FDA Approved. 3. Conduct of termite treatment will be serviced upon request or active presence of termite on certain buildings/facilities. <p>Frequency of Treatment:</p> <ul style="list-style-type: none"> - Once (1) a month <p>Covering Period</p> <ul style="list-style-type: none"> - One (1) year <p>Condition:</p> <ul style="list-style-type: none"> • FPA LICENSES RECOGNIZED BY THE FDA • FDA LICENSE TO OPERATE 				
<p>Total (Inclusive of VAT)</p>				

(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

Contract No.

Email Address