



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.	:	C25-170-12
Name of the project	:	Replacement of main fuel tank at Manila Control Tower Power Plant
Approved Budget for Contract (ABC)	:	Php1,500,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery period	:	Sixty (60) working days
Delivery location	:	CAAP Manila Control Tower
Warranty	:	Two (2) years for the materials and workmanship upon completion

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	:	Replacement of Main fuel Tank at Manila Control Tower Power Plant
Approved Budget	:	Php1,500,000.00 (<i>Repairs and Maintenance of Standby power system (DEGS) at various Airports/ANFs, APP2025 Code 1758-5-02-13-050</i>)
Delivery Period	:	Sixty (60) working days from the receipt of Notice for Compliance.
Delivery Location	:	Manila Control Tower, CAAP <i>Note: The work shall be done during regular workdays, from 8:00AM - 5:00PM. However, alternative schedules shall be accommodated when regular workdays/schedules are not possible due to exceptional circumstances.</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 commencement schedule.</i>
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.

Technical Specifications:

Unit	Item Description	Quantity
lot	Supply, delivery and installation of Analog diesel flow meter	1
lot	Supply, delivery and installation of 1" BI/black steel pipe for the supply and return of fuel lines with valves , flexible hose and accessories <ul style="list-style-type: none"> ● Painted with fuel rated epoxy paint, brown ● Labelled with directions, supply and return 	1
lot	Supply of labor and materials for the construction of containment basin with the dimension of 4200mm x 2200mm x 600mm <ul style="list-style-type: none"> ● Must be able to hold 100% of the tank's contents in case of a spill) 	1
lot	Supply of labor and materials for the construction of foundation pad for 5000 liters fuel tank	1



lot	Dismantling of old fuel tank and hauling to Manila Transmitter Station (Fort Bonifacio) or Condominium unit area at Balagbag, Pasay City.	1
lot	<p>Supply, delivery and installation of 5000 liters fuel tank (painted with fuel rated epoxy paint and labeled of its capacity)</p> <p>FUEL TANK SPECIFICATION</p> <ul style="list-style-type: none"> ● Tank material ms plate 5 mm thick (minimum) ● 2" ø Refill line ● 1" ø Air vent line ● 600 mm ø manhole ● 1" ø provision for fuel level sensor ● 1" ø Return line ● Access ladder ● Sight glass with screen protection ● 1" ø Supply line ● 1" ø drain valve ● 2" ø equalizing line with gate valve 	1

SCOPE OF WORK
1. Mobilization and Demobilization (Tempfacil, barracks, water, power and transportation)
2. Supply of labor and materials for the removal of existing fuel tank.
3. Hauling of damaged tank to Manila transmitter station (Fort Bonifacio) or Condominium unit area at Balagbag, Pasay City.
4. Backfilling of emptied space with suitable material (soil, gravel, sand, or crushed stone) to restore stability, support structures
5. Construction of Containment Basin (4200mm x 2200mm x 600mm) and foundation pad of fuel tank
6. Installation of new 5000 liters capacity fuel tank
7. Installation of new fuel lines (supply and return) from new tank to day tank using 1" black steel pipe or BI with complete accessories, valves and hoses.
8. Installation of analog flow meter.



Additional Requirements:

1. Certificate of site Inspection be submitted during opening of bid.
2. Submission of safety officer certificate issued by DOLE during opening of bid..
3. Submission of As built drawings upon completion of the project.
4. Fire suppression equipment should be readily available during the implementation of the project.
5. Certificate of warranty for two (2) years for the materials and workmanship upon completion.
6. Secure necessary permits prior to commencement of the project.

<p>Prepared by:</p>  <p>JEM P. SARIO CNSSO IV/ EMMID - ANOD</p>	<p>Approved by:</p>  <p>DARWIN V. CALLO Division Chief III - ANOD</p>
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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:

Replacement of Main fuel Tank at Manila Control Tower Power Plant				
Technical Specifications	Qty	Unit	Unit Price	Total Price
Supply, delivery and installation of Analog diesel flow meter	1	lot		
Supply, delivery and installation of 1" BI/black steel pipe for the supply and return of fuel lines with valves, flexible hose and accessories <ul style="list-style-type: none"> • Painted with fuel rated epoxy paint, brown • Labelled with directions, supply and return 	1	lot		
Supply of labor and materials for the construction of containment basin with the dimension of 4200mm x 2200mm x 600mm <ul style="list-style-type: none"> • Must be able to hold 100% of the tank's contents in case of a spill 	1	lot		
Supply of labor and materials for the construction of foundation pad for 5000 liters fuel tank	1	lot		
Dismantling of old fuel tank and hauling to Manila Transmitter Station (Fort Bonifacio) or Condominium unit area at Balagbag, Pasay City.	1	lot		
Supply, delivery and installation of 5000 liters fuel tank (painted with fuel rated epoxy paint and labeled of its capacity) FUEL TANK SPECIFICATION <ul style="list-style-type: none"> • Tank material ms plate 5 mm thick (minimum) • 2" Ø Refill line • 1" Ø Air vent line • 600 mm Ø manhole • 1" Ø provision for fuel level sensor • 1" Ø Return line • Access ladder • Sight glass with screen protection 	1	lot		



<ul style="list-style-type: none"> ● 1" Ø Supply line ● 1" Ø drain valve ● 2" Ø equalizing line with gate valve 				
Total (inclusive of VAT)				

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

SCOPE OF WORK
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2. Supply of labor and materials for the removal of existing fuel tank.
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6. Secure necessary permits prior to commencement of the project.

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address