Construction Industry Authority of the Philippines

REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03
Rev. No.: 00

Rental of Shuttle Coaster Service for CIAP Agency-Wide Operational Planning Workshop and Conference

Small Value Procurement (Section 34)

RFQ No.: 2026-01-005

28 January 2026

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to submit quotations and/or proposals for the item(s) described below, **subject to the attached Terms of Reference/Technical Specifications** and **within the Approved Budget for the Contract.**

Name of the Requirement	:	**Rental of Shuttle Coaster Service for CIAP Agency-Wide Operational Planning Workshop and Conference**
Total Approved Budget for the Contract (ABC)	:	**PhP50,000.00** The ABC is inclusive of all applicable taxes and other charges. Quotations/Proposals exceed the ABC shall be disqualified.
Mode of Procurement	:	**Small Value Procurement (Section 34)**

Item No.	QTY	ABC	Reference P.R. No.	Technical Specifications	Brand/Model	Unit Price	Total Amount
					(To be filled-out by the supplier) **The supplier hereby submits the following quotation(s)**		
1	1 Unit(s)	₱ 50,000.00	26-01005	Rental of Shuttle Coaster Service for CIAP Agency-Wide Operational Planning Workshop and Conference Seating capacity: at least 28 passenger February 12,2026 : Pick-up: CIAP Office, Makati Office Drop-off : Clark Freeport Zone, Pampanga February 13, 2026 : Pick-up : Clark Freeport Zone, Pampanga Drop-off : CIAP Office, Makati City Inclusion: Fuel and Toll Fees, Third Party Liability Insurance, Bodily Injured Insurance, Personal Accident Insurance, Driver's meal & Lodging, Route Permit etc.			
Total ABC		**₱ 50,000.00**					

Delivery Period : -

Other Instructions : -

The ABC is inclusive of all applicable taxes and other charges. Quotations/Proposals exceeding the ABC shall be disqualified.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

1. **Mayor's/Business Permit**
2. **PhilGEPS Registration Number**
3. **BIR Certificate of Registration (BIR Form No. 2303)**
4. **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**

This pro-forma quotation shall be submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/angelzyrenecacho@construction.gov.ph on or before 02 February 2026, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. *The CIAP assumes no responsibility to compensate or indemnify any supplier for expenses incurred in the preparation of this Quotation.*
2. *Fill up the quotation form. Sign the quotation form - digitally, electronically or manually. Scanned actual signature of the authorized representative of the prospective bidders shall be transmitted during the contract execution. Unsigned quotation forms, text-typing the name of the authorized representativeand/or the workds "SGD." or "Original Signed" and the like without distinctive features shall not be accepted.*
2. *All entries shall be typed or written in a clear legible manner.*
3. *No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.*
4. *CIAP-BAC Technical Working Group may require the bidder to submit documents that will prove your legal, financial and technical capability to undertake the contract.*
5. *Salient provisions of Section 97 of the IRR of RA 12009 on the imposition of Liquidated Damages shall be observed during contract implementation.*
6. *CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the IRR of RA 12009.*
7. *For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.*

Very truly yours,
Copy original signed
Angel Zyrene D. Cacho
Secretariat, Bids and Awards Committee
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
3rd Floor, NAPOLCOM Building, No. 371 Sen. Gil J. Puyat Avenue, Makati City
Telephone: 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

*(Please provide **complete** information below)*

1. *We understand that Quotations/Proposals not addressing or providing all the required items in the Technical Specifications or Terms of Reference, including, where applicable, specifications that would allow the Technical Working Group to properly evaluate the bids, shall be considered non-responsive and, thus, automatically disqualified.* **However, when no price or a "0" (zero) or "-" (dash) is indicated for a required item in the bid form, the same shall be construed as free to the government,** *except those required by law or regulations to be provided for [Sec. 61.2.1(a) IRR, RA 12009]. It is further understood that to ensure completeness of the quotation/proposal, suppliers must ensure that ALL items, columns, or matrices in the prescribed forms are appropriately filled-up and no item, column or matrix is left blank.*
2. *We undertake that if our Quotation is accepted, we shall devlier the good(s)/service(s) in accordance with the delivery schedule specified in the Technical Specifications/Terms of Reference.*
3. *We agree to abide by this Quotation for the Price Validity Period of sixty (60) calendar days from date of schedule deadline for submission and date of opening thereof. The CIAP may request for extension of the validity period of our price Quotation in case the award cannot be made within the 60-day validity period;*
4. *Until a format Purchase/Job Order is prepared and executed, this Quotation together with your written acceptance thereof shall be binding upon us;*
5. *We understand that the CIAP BAC is mandated to evaluate the compliance of our product offer with the technical specifications and other requirements under the IRR of RA No. 12009 and only those whose/which product are found complying with the specifications can be considered for award;*
6. *The undersigned representative is granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the Quotation, and to sign and execute the Contract in case of award. Further, we confirm that the person that signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of supplier;*
7. *We acknowledge that failure to sign each and every page of the Quotation Form, shall be a ground for the rejection of our Quotation;*
8. *We understand that the email address provided below shall be our designated e-mail address and any communication sent by the CIAP BAC or its Secretariat to that e-mail address shall be deemed to have been duly received by our office on the date and time the said e-mail was sent. Any change in contact details shall be duly communicated to the CIAP BAC Secretariat by sending an email to BAC_CIAP@construction.gov.ph.*

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____