



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the **"Purchase of one (1) unit Photocopier and two (2) units Toner for CSIS"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-057-05**
Name of Project : **Purchase of one (1) unit Photocopier and two (2) units Toner for CSIS**
Approved Budget for: **Php150,000.00**
Specifications : See the attached Annex "B" for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **30 calendar days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000;
6. Price quotation from (Annex "A" & "B") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.


Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.


OSCAR B. DEMETILLO, JR.
CCC-Chairperson



PRICE QUOTATION FORM

Date: _____

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

Sir/Ma'am:
 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:

Description			
Purchase of one (1) unit Photocopier and two (2) units Toner for CSIS			
Specification	QTY.	Unit Price	Total Price
Photocopier	1 unit		
Toner	2 units		
(please see attached specifications at Annex ("B"))			
• Inclusive of Delivery			
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
 Department of Transportation
CIVIL AVIATION AUTHORITY of the PHILIPPINES
 MIA Road corner Ninoy Aquino Ave., Pasay City, Metro Manila
PURCHASE REQUEST

CBA (20) # 19 - 04 - 413

Annex G-6

Department:	CAAP Security & Intelligence Service	PR No.:	Date: March 28, 2019 4/17/19
Section:		SAI No.:	
		ALOBS No.:	

QTY.	Unit Issue	ITEM DESCRIPTION	Stock No.	Estimated Unit Cost	Estimated Cost
1	unit	PHOTOCOPIER <i>Specifications:</i> Digital Copier with network printing, color scanning Copy and print speed of 32 copies per minute, A4 Scan speed of 50 images per minute on monochrome and color at 300dpi, A4, Zoom range of 25 to 400% Copy and scan resolution of 600 x 600 dpi Print Resolution of 1200 x 1200 dpi Original size/Copy Size is from A6 up to A3 Standard memory capacity is 1GB, upgradable to max of 3GB Input capacity 500 sheets universal paper cassette and 100 sheets multi purpose tray Maintenance Kit (Drum and Developing unit) is up to 300,000 copies per piece to minimize downtime on parts and replacement Built in reversing document processor with a capacity of 50 sheets Built in Duplex Unit, Management codes up to 100 codes Printer Processor dual core 1.2 Ghz Compatible with linux, windows, unix and macintosh Built in gigabit network usb 2.0 USB Memory printing and scanning Power consumption/printing 515 W, Ready mode 60 W Power saving/Sleep mode (0.5w or less), Warm up time 20s or less Warranty: on parts one year or 300,000 copies/prints/scans whichever comes first		P134,000.00	P 134,000.00
2	units	Toner With copier steel pedestal ***/Nothing Follows/**		P 8,000.00	P16,000.00

Prepared By:

Checked By:

Submitted By:

ODESSA M. CORTEZ
 CSA-B, CSIS

COL JOSE A. MENDOZA, PAF (Ret)
 Division Chief, Security Div. - CSIS

GIL R. MAGLAQUE
 ADG II, CSIS

Funds Earmarked:

JOCELYN L. CHING
 Department Manager III, Finance Dept.

A P P R O V E D

MGEN RICARDO C BANAYAT AFP (RET)
 Deputy Director General for Administration