



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**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 Computer Supplies/Consumables for various Services/Offices of CAAP Central Office"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C20-047-12**  
Name of Project : **Purchase of Computer Supplies/Consumables for various Services/Offices of CAAP Central Office**  
Approved Budget for : **Php908,140.00**  
Specifications : See the attached Annex "B" for specifications  
Location : Procurement Division, CAAP, MIA Road, Pasay City  
Delivery Term : **5 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; (a. Form must be in accordance with Section 25.3, 2016 IRR b. Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A") 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 damaged 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



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

Annex "A"

**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 Computer Supplies/Consumables for various Services/Offices of CAAP Central Office			
Specification	QTY.	Unit Price	Total Price
Please see attached specification at Annex "B"			
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



Department of Transportation  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
 PASAY City, Metro Manila 1300

**PURCHASE REQUEST**

ANNEX G-6

				PR No.	Date:	
				SAI No.	Date:	
Department		Administrative Department		ALOBS No.		
Division		Supply Division		Stock No.	Estimated Unit Cost	Estimated Cost
Item No.	QTY.	UNIT ISSUE	PARTICULARS			
			<b>Information and Communication Technology (ICT)</b>			
	13	unit	USB wifi Dongle		1,000.00	13,000.00
	200	pcs	Flash Drive [2gb capacity]		250.00	50,000.00
	250	pcs	FLASH DRIVE, 16 GB capacity,1 piece in individual blister pack		500.00	125,000.00
	141	pcs	FLASH DRIVE, 32 GB capacity,1 piece in individual blister pack		990.00	139,590.00
	150	pcs	FLASH DRIVE, 64 GB capacity,1 piece in individual blister pack		1,200.00	180,000.00
	3	unit	2TB SERIAL ATA EXTERNAL SSD		18,500.00	55,500.00
	25	pcs	External Hard Drive, 2TB, 2.5"HDD, USB 3.0, 1 unit in individual box		5000	125,000.00
	115	pcs	DESKTOP KEYBOARD,USB CONNECTION TYPE, 1 unit in individual box		650.00	74,750.00
	7	pcs	MICRO SD CARD 32GB		900.00	6,300.00
	3	pcs	MICRO SD CARD 64GB		1,300.00	3,900.00
	3	pcs	MICRO SD CARD 128 GB		2,600.00	7,800.00
	60	pcs	MOUSE, wireless		800.00	48,000.00
	265	pcs	MOUSE PAD		200.00	53,000.00
	500	pcs	DVD Rewritable w/ DVD Case [M-lock, Single, Transparent]		45.00	22,500.00
	150	pcs	DVD Sticker Label		2.00	3,00.00
	1	pcs	VIDEO CARD		2,500.00	2,500.00
	2	pcs	PC SPEAKERS		500.00	1,000.00
<b>TOTAL —</b>						<b>PHP 908,140.00</b>
PURPOSE: Common Computer Supplies not available at PS-DBM for various CAAP Offices.						
Requested by:		Recommend Approval:		Approved by:		
EVELYN B. MACUSE		BGEN ERNESTO R. MILO AFP (RET)		BGEN JOHN L. ESTABILLO AFP (RET)		
Supply officer/IV		Acting. Admin and Finance Service		OIC,Deputy Director General for Administration		