



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 Request 80 pcs. Desktop Memory - BGB RAM DDR3**". In accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9104.

RFQ No. : **C20-048-12**
Name of Project : **Purchase Request 80 pcs. Desktop Memory - BGB RAM DDR3**
Approved Budget for : **Php204,000. 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 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. DE MATELO, JR.



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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 Request 80 pcs. Desktop Memory - 8GB RAM DDR3			
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



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PURCHASE REQUEST

PR No.:		Date:				
SAI No.:		Date:				
Department: MISD						
Section: CAAP						
Stock No.	Unit Issue	Description	APP item No.	Quantity	Unit Cost	Total Cost
	lot	Desktop Random Access Memory 8 gb at least 1600 MHz DDR3 *****Nothing Follows*****		80	Php 2,550.00	204,000.00
TOTAL						204,000.00 (VAT Inclusive)
GRAND TOTAL						204,000.00
Purpose : To upgrade workstations connected to the CAAP network						
Requested by:			Checked by:			
Signature :			Signature :			
Printed Name: REYNALDO CARLOS V. PAGUIA			Printed Name: SOFIA PAULA R. FULMARAN			
Designation: IT Officer I			Designation: OIC, MIS Division			
Date:			Date:			
Funds Available:			Recommend Approval:			
Signature :			Signature :			
Printed Name: JOCELYN L. CHING			Printed Name: MARCO ANTONINO A. JAVIER			
Designation: Chief, Finance Dept.			Designation: OIC, Corporate Planning Office			
Date:			Date:			
Approved by:						
Signature :			Signature :			
Printed Name: CAPTAIN DONALDO A. MENDOZA			Printed Name: CAPTAIN DONALDO A. MENDOZA			
Designation: Deputy Director General for Operations			Designation: Deputy Director General for Operations			
Date:			Date:			