



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 "**Procurement of replacement of HP Design Jet T2500 Plotter Printer head for ADMS**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C21-027-07**
Name of Project : **Procurement of replacement of HP Design Jet T2500 Plotter Printer head for ADMS**
Approved Budget for: **Php22,500.00**
Specifications : See the attached Annex "A" 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; (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



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			
Procurement of replacement of HP Design Jet T2500 Plotter Printer head for ADMS			
Specification	QTY.	Unit Price	Total Price
HP DESIGNJET T2500 PRINTHEAD	1 pc		
		• 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

PURCHASE REQUEST

Division		IDDD	PR No.:	Date:		
Office:		ADMS	SAI No.:	Date:		
			BUR No.:			
Stock No.	Unit Issue	Item Description	APP Item No.	Quantity	Unit Cost	Total Cost
0012-0008		HP DESIGNJET T2500 PRINTHEAD ***** nothing follows*****		1	22,500.00	22,500.00
				AMOUNT	22,500.00	
Purpose: <u>For Aerodrome Development & Management Service use</u>						
Requested by:  ELWIN V. BUSTAMANTE Aerodrome Engineer I			Recommend Approval  LT COL VALENTINO A DIONELA PAF (Ret) Assistant Director General II, ADMS			
Funds Available:  JOCELYN L. CHING Department Manager III, FD			Approved by: By Authority of the Director General:  BGEN JOHN L. ESTABILLO AFP (Ret) Deputy Director General for Administration			

1-COA

2-Accounti

3-Originating Office