



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 Shopping Method for the **"Supply and delivery of five (5) units portable scanner"** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

- RFQ No. : **C21-033-07**
- Name of Project : **Supply and delivery of five (5) units portable scanner**
- Approved Budget for: **Php27,000.00**
- Specifications : See the attached Annex "B" for specifications
- Location : Procurement Division, CAAP, MIA Road, Pasay City
- Delivery Term : **Forty-five (45) CD** 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			
<b>Supply and delivery of five (5) units portable scanner</b>			
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

# TECHNICAL SPECIFICATION

## PORTABLE DOCUMENT SCANNER

Type	Desktop sheet-fed scanner	
Document Size	Plain Paper	Width : 50.8 mm to 216 mm (2" to 8.5") Length : 54 mm to 356 mm (2.1" to 14") *You can scan documents up to 3,000 mm (118.1") long by setting the scanner to the Long Document mode.
	Business Card	50.8 mm x 85 mm (2" x 3.35") or larger
	Card	54 mm x 86 mm (2.12" x 3.37") (ISO standard)
	Passport	Size : 88 mm x 125 mm (3.464" x 4.921") (ISO standard) *When scanning, be sure to open the passport and insert it in the provided carrier sheet beforehand.
Document thickness and weight	Plain Paper	Page separation : 0.04 mm to 0.25 mm (0.00157" to 0.00984") 27 to 209 g/m <sup>2</sup> (7 to 56 lb bond)
	Business Card	Bypass : 0.04 mm to 0.3 mm (0.00157" to 0.0118") 27 to 255 g/m <sup>2</sup> (7 to 68 lb bond)
	Card	380 g/m <sup>2</sup> (80 lb bond) 0.45 mm (0.0177") or less
	Passport	0.76 mm (0.03") or less Up to 1.4 mm (0.055") for embossed cards
Document feeding method	Automatic	
Scanning sensor	Contact image sensor	

  
**JOE MARIE ANTHONY E. ELIGIO**  
 Head, Procurement Planning  
 Air Traffic Service

