



## **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 Digital Duplicator and Consumables"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-128-11**  
Name of Project : **Procurement of Digital Duplicator and Consumables**  
Approved Budget for: **Php770,000.00**  
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; (**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. 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>Procurement of Digital Duplicator and Consumables</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



CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PURCHASE REQUEST

CAA (CO) # 19-09-1020

Department		ATS-ATPPD		PR No.	Date: September 23, 2019	
Division		Planning		SAI No.	Date:	
QTY		Unit Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
1	unit	Procurement of Digital Duplicator and Consumables ( 16 pcs Black Ink 1000ml and 7 pcs Master Roll 220 cuts and 1 maintenance kit) for AIS.			770,000.00	770,000.00
			TOTAL			770,000.00

Purpose: To replace publishing equipment/machines of AIS

Requested by:   <b>JOSE J. LUNA</b> Dept Manager III ATPPD	FUNDS Available   <b>BGEN ERNESTO R MILO AFP (RET)</b> Acting Chief, Administration and Finance Service
Recommend Approval   <b>ATTY. ANTONIO G. GONZALES</b> Acting Chief, ATS	Approved by:   <b>MGEN RICARDO C. BANAYAT, AFP (RET)</b> DDG for Administration

### Digital Duplicating Machine Specifications

<b>Type</b>	Floor stand model, Thermal Digital Master Making, Stencil Print
<b>Master Making Speed</b>	20 seconds (A4.100%) or better
<b>Resolution</b>	Scan 600dpi x 600dpi Print 600dpi x 600dpi
<b>Document Size</b>	MAX. 297mm x 432mm
<b>Paper size</b>	MAX: 320mm x 450mm MIN: 100mm x 150mm
<b>Image area</b>	290mm x 423mm
<b>Feeder/Stacker Capacity</b>	1,200 sheets (64gsm) or better
<b>Paper weight</b>	64 – 200gsm or better
<b>Operation Panel</b>	Full color touch panel
<b>Zoom</b>	50 – 500%
<b>Image modes</b>	Text, Photo, Text/Photo, Pencil, Screen or better
<b>Print speed</b>	45 – 130ppm or better
<b>Method of ink supply and Master feeding and ejecting</b>	Fully automatic
<b>Color Print</b>	By replacing Drum unit
<b>Online</b>	USB interface, IEEE 1284 Windows 7, 8, 10, Mac OS
<b>Power Source</b>	100-240V, 50/60Hz, 2.4-1.0A
<b>Consumable</b>	24 Cart. Of black ink and 4 rolls of master