



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 annual subscription of video conferencing application**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-017-05**

Name of Project : **Purchase of seven (7) annual subscription of video conferencing application**

Approved Budget for: **Php73,300.00**

Specifications : See the attached Annex "B" for specifications

Location : Procurement Division, CAAP, MIA Road, Pasay City

Delivery Term : **Thirty (30) 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 or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
2. Income/Business Tax Return for ABC's above P500,000.00;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Notarized Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above P50,000; (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 **one hundred twenty (120)** 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			
Purchase of seven (7) annual subscription of video conferencing application			
Specification	QTY.	Unit Price	Total Price
Please see attached specifications at Annex "B"			
			• 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

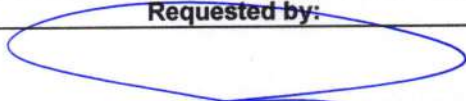

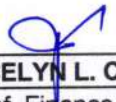


 Contact No.

 Email Address



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PURCHASE REQUEST

				PR No.: <u>2022-05-024</u>	Date: <u>5-17-22</u>	
				SAI No.:	Date:	
Department: MISD				ALOBS No.:		
Section: CAAP						
Stock No.	Unit Issue	Description	APP item No.	Quantity	Unit Cost	Total Cost
1	subscription	Annual Subscription of Video Conferencing application	50299070-0811	6	9,800.00	58,800.00
		#details and specifications attached# *****Nothing Follows*****		1	14,500.00	14,500.00
GRAND TOTAL						73,300.00
Purpose : For online meetings, conferences, trainings and webinars to be conducted by CAAP.						
Requested by:			Checked by:			
						
Signature :			Signature :			
Printed Name: JOSE DENNIS S. AREVALO			Printed Name: SOFIA PAULA R. FULMARAN			
Designation: IT Officer II			Designation: OIC, MISD			
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:			Printed Name: BGEN. JOHN L. ESTABILLO, AFP (Ret)			
Designation:			Designation: Deputy Director General for Administration			
Date:			Date:			

Technical Specifications

Video Conferencing

One (1) License	Six (6) Licenses
Can host up to 500 participants and can be increased to 1,000 participants	Can host up to 100 participants
Capable of group meeting up to twenty four (24) hours	Capable of group meeting up to twenty four (24) hours
Can be integrated to social media platform	Can be integrated to social media platform
Capable of recording the duration of the meeting from the host	Capable of recording the duration of the meeting from the host
Capable of recording any portion of the meeting from the participants	Capable of recording any portion of the meeting from the participants
Capable to Mute/Unmute	Capable to Mute/Unmute
Capable for private and group chat	Capable for private and group chat
Capable to share screen / presentation with audio	Capable to share screen / presentation with audio
Capable to change/edit the participant's name	Capable to change/edit the participant's name
Capable to accommodate multiple host/co-host	Capable to accommodate multiple host/co-host
Capable for the host to let participants wait outside the meeting without leaving the meeting	Capable for the host to let participants wait outside the meeting without leaving the meeting
Capable of changing virtual backgrounds	Capable of changing virtual backgrounds
Capable to copy and share the meeting link.	Capable to copy and share the meeting link.
Capable of scheduling meetings	Capable of scheduling meetings
Capable for company branding	