



13 May 2022  
Date

**REQUEST FOR QUOTATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the Civil Aviation Authority of the Philippines (CAAP), Area Center V, Bicol International Airport in connection with the implementation of the **Supply & Delivery Of 3 in 1 Multi-Function Printer, Scanner, And Electronic Typewriter At CAAP Area V (Bicol International Airport) – 2<sup>nd</sup> SVP** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **24 May 2022 at 2:00 pm** at the BAC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
1	Unit	3	<b>3 in 1 Multi-Function Printer</b> -compact integrated tank design -print speeds up to 10.5ipm for Black and 5.0ipm for colour -Wi-Fi & Wi-Fi Direct -Borderless printing up to A4 size -Spill-free ink refilling -Print , Scan, Copy functions -A4, Letter maximum copy size -360 x 360 dpi max. copy resolution -25-400% autofit function (reduction/enlargement) -Paper size: legal 8.5x13", letter, A4, 195x70mm, B5, A5, A6 -12W operating power -50-60 Hz rated frequency -AC100-240V rated voltage		

***The Approved Budget for the Contract (ABC) for Three (3) Units 3 in 1 Multi Function Pinter, inclusive of delivery cost to Bicol International Airport, is TWENTY EIGHT THOUSAND ONE HUNDRED EIGHTY FIVE PESOS (Php28,185.00). Any Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.***

ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay)	UNIT PRICE	TOTAL
<i>Continuation</i>					
2	Unit	2	<b>Scanner</b> -high speed scanning resolution -automatic document feeding method -contact image scanning sensor -LED light source -Simplex/Duplex scanning side -Hi-speed USB 2.0 interface - approximately 2.8 kg. weight		
<p><b><i>The Approved Budget for the Contract (ABC) for Two (2) Units Scanner, inclusive of delivery cost to <u>Bicol International Airport</u>, is <u>FORTY NINE THOUSAND TWO HUNDRED TEN PESOS (Php 49,210.00)</u>. <u>Any Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.</u></i></b></p>					
3	Unit	1	<b>Electronic Typewriter</b> -16 characters LCD display -12.87" carriage -9" Typing width -10,12 and 15 (PICA, Elite and Micron) typing pitch -12 characters per second typing speed -1,1.5,2 line spacing -96 characters keyboard -original plus four (carbon copy) capacity -"Word-out" and Line-out" Correction system -4.5 kgs weight -"Word-Spell" 78,000 word dictionary with error locating FIND		
<p><b><i>The Approved Budget for the Contract (ABC) for One (1) Unit Electronic Typewriter, inclusive of delivery cost to <u>Bicol International Airport</u>, is <u>EIGHTY FIVE THOUSAND PESOS (Php 85,000.00)</u>. <u>Any Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.</u></i></b></p>					



ITEM NO.	UNIT	QTY.	DESCRIPTION (Location : BIA, Daraga, Albay	UNIT PRICE	TOTAL
<i>Continuation</i>					
<i>The Approved Budget for the Contract (ABC) for the project with Three (3) Items, inclusive of delivery cost to Bicol International Airport and ONE (1) YEAR FULL WARRANTY on all items, is ONE HUNDRED SIXTY TWO THOUSAND THREE HUNDRED NINETY FIVE PESOS (Php 162,395.00). Total Amount of Quotation in excess of the ABC for the project shall be automatically disqualified.</i>					
<b>TOTAL AMOUNT OF QUOTATION</b>					
<i>x-x-x-x- Nothing Follows-x-x-x-x-x</i>					


The Approved Budget for the Contract (ABC) for the project with three (3) items is ONE THOUSAND SIXTY TWO THREE HUNDRED NINETY FIVE PESOS (Php 162,395.00). No. of Days to Complete: TWENTY FIVE (25) CALENDAR DAYS including delivery period to Bicol International Airport. Partial bids are not allowed. The items are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding and contract award, therefore, ONLY A SINGLE CONTRACT SHALL BE AWARDED.

However, the quotations shall be evaluated per ITEM. A quotation where any item exceeds the ABC of said item shall be automatically disqualified. Accordingly, any TOTAL AMOUNT OF QUOTATION that exceeds the TOTAL ABC for the project with Three (3) items shall be automatically disqualified.

Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, and brochures/pictures indicating brand name and description/specifications of the three (3) items shall be automatically disqualified.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded. Quotations must be delivered to the Civil Aviation Authority of the Philippines, Area Center V **not later than 2:00 p.m. on 24 May 2022** at its physical address at the BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay. **Online submission is not allowed and late submission shall not be accepted.** Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply And Delivery Of 3 In 1 Multi-Function Printer, Scanner, And Electric Typewriter At CAAP Area V (Bicol International Airport) – 2<sup>nd</sup> SVP.**

Very truly yours,

  
**EPIFANIO O. PRINIA, JR.**  
 Chairperson, Bids and Awards Committee

**MR. EPIFANIO O. PRINIA, JR.**  
Chairperson, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Bicol International Airport, Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

\_\_\_\_\_  
Signature Over Printed Name of Dealer/Supplier

-----  
TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply & Delivery Of 3 in 1 Multi-Function Printer, Scanner, And Electronic Typewriter At CAAP Area V (Bicol International Airport) – 2<sup>nd</sup> SVP** project to the above-named dealer/supplier in accordance with the existing regulations.

**ALAN O. LOVERES**  
Canvasser