



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 **“Supply and delivery of fourteen (14) pcs Paper Shredder for various offices”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-025-06**

Name of Project : **Supply and delivery of fourteen (14) pcs Paper Shredder for various offices**

Approved Budget for: **Php104,894.00**

Specifications : See the attached Annex “B” for specifications

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

Delivery Term : **Fifteen (15) C.D** 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			
Supply and delivery of fourteen (14) pcs Paper Shredder for various offices			
Specification	QTY.	Unit Price	Total Price
Please see attached specifications 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



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PURCHASE REQUEST

CBA (MO) 22-04-311
 April 12, 2022

Entity Name: Civil Aviation Authority of the Philippines **Fund Cluster:** 5-02-03-210

Office/Section: Procurement Division		PR No.: <u>SVP-064-22</u>	Date: March 30, 2022		
		Responsibility Center Code:			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pcs.	PAPER SHREDDER	14		104,894.00
		<i>Distribution List</i>			
		1- Accounting Division			10,000.00
		1-Admin			10,000.00
		1- Cashiering			10,000.00
		2-HRMD			20,000.00
		1- ANS			5,000.00
		2-CSIS			11,398.00
		1- ODG-HAB			10,000.00
		3-ODG-CORPLAN			17,098.00
		2-ODG-FICG			11,398.00
		----Nothing follows----			
			TOTAL:		104,894.00

Purpose: For the Official Use at CAAP different Offices

Requested by: Signature: Printed Name: <u>OSCAR B. DEMETILLO, JR.</u> Designation: Chief Procurement Division	Approved by: Signature: Printed Name: <u>BGEN ERNESTO R MILO AFP (Ret)</u> Designation: ADG II, Admin & Finance Service
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PAPER SHREDDER

<i>ITEM No.</i>	<i>SPECIFICATIONS FOR PAPER SHREDDER</i>
1.	Shreds 10 sheets per pass into 4x35mm cross-cut particles (Security Level P-4)
2.	Shreds continuously for up to 3 minutes
3.	23 liter bin with easy lift head and viewing window
4.	Shreds staples, small paper clips, credit cards and CDs