



REQUEST FOR QUOTATION

Date: December 2, 2022

RFQ No.: 22-12-221

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The Civil Aviation Authority of the Philippines – Puerto Princesa International Airport, through its Area Center IV Bids and Awards Committee (Area Center IV - BAC), intends to procure **Supply and Delivery of Printer/s (3 in 1 Multifunction) and Desktop Computer/s at Puerto Princesa International Airport through Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the lot(s)/item(s) described herein addressed to:

(sgd.)
ROWLAND G. ALARCON
Chairperson, Bids and Awards Committee
National Highway, Brgy. San Miguel, Puerto Princesa City, 5300, Palawan
Telephone No.: (048) -433-4965
Email: area4_bac@caap.gov.ph

Please do not leave any blank items. Indicate “0” if item being offered is for free.

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative in **sealed envelope** included herein, **not later than** _____
DEC 06 2022 at 1:00 pm.

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

1. Copy of 2022 Mayor's or Business Permit
2. Annual Income Tax Return / Business Tax (for ABC's above PhP500,000.00)
3. Copy of 2022 Tax Clearance
4. Notarized Omnibus Sworn Statement (ABC's above PhP50, 000.00) (in the prescribed template).
5. PhilGEP's Certificate (Platinum Membership)
6. SPA for Sole Proprietorship/ Secretary's Certificate for Corporation & Cooperative)
7. Brochure (if applicable)

For any clarification, you may contact us at telephone no. or email address provided.

Jelyn B. Gabuco
Head, Bids and Awards Committee
Secretariat

Rodney Alvin R. Magnave
Assistant, Bids and Awards Committee
Secretariat

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) **All mandatory technical specifications indicated herein must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 4) Quotations may be submitted through electronic mail at area4_bac@caap.gov.ph.
- 5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 6) The supplier/bidder is encouraged to perform a Document Request List (DRL) at PhilGEP's website.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **Twenty (20) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered at **Puerto Princesa International Airport** according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the **CAAP PPIA Inspection and Acceptance Committee**. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement/ Delivery Receipt/Sales Invoice, by the supplier, contractor, or consultant. Check payment thru Landbank of the Philippines.
11. 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. The CAAP-PPIA may terminate 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.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply and Delivery of Printer/s (3 in 1 Multifunction) and Desktop Computer/s at Puerto Princesa International Airport			
TECHNICAL SPECIFICATIONS/ SCOPE OF WORK	Compliance		REMARKS
	YES	NO	
Printer (3 in 1 Multifunction), 6 units			
<i>Specification:</i>			
Ink Technology: Dye Ink			
Printing Resolution: 5,760 x 1,440 DPI			
Print, Copy			
Printing Speed ISO/IEC 24734			
Colours: Black, Cyan, Yellow, Magenta			
Scan			
Single-sided scan speed (A4 black & Colour): 200 DPI			
Output Formats: BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG			
Scanner Type: Contact image sensor (CIS)			
Optical Resolution: 600 DPI x 1,200 DPI (Horizontal x Vertical)			
Paper/ Media Handling			
Number of Paper Trays: 1			
Paper Formats: Letter, A4, Legal, etc.			
Duplex: Manual			
Output Tray Capacity: 30 Sheets			
Multifunction: 100 Sheets Standard			
Compatible Paper Weight: 64 g/m ² - 300 g/m ²			
Media Handling: Borderless print (up to 10 x 15cm)			
Continuous Ink System, Spill-free, error-free refilling			
Warranty Period: 1year			
Desktop Computer, 5 units			
<i>Specifications:</i>			
RAM: 8GB or higher, DDR4 or better, 2666MHz or higher			
Casing with Power Supply Unit (Compatible to Motherboard)			
Processor			
<i>Specification:</i>			
6 Cores / 12 Threads, 4.8 Ghz or higher			
Processor Base Frequency: 2.90 GHz or higher			
Storage: SATA, 1TB or higher			
Motherboard (no specs required as long as compatible with Processor above)			
Pre-loaded Operating System: Windows 10 Pro, with license			
Mouse, USB connector			
Keyboard, USB connector			
Wi-Fi Dongle, USB connector			
Desktop Monitor: 24 inches, with HDMI and VGA input ports			
Warranty Period: 1year except for keyboard, mouse and Wi-Fi Dongle 1month only			
Uninterruptible Power Supply: 720 VA			
Warranty Period: 6months			
Delivery Period: Twenty (20) calendar days			

Supply and Delivery of Printer/s (3 in 1 Multifunction) and Desktop Computer/s at Puerto Princesa International Airport

Approved Budget for the Contract	Total Offered Quotation
<p align="center"><u>Three Hundred Twenty Five Thousand Pesos and 00/100 Only</u> <u>(Php 325,000.00)</u></p>	<p>In Words:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>In Figures:</p> <p>-----</p> <p>-----</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

PURCHASE REQUEST

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Agency / Procuring Entity

Department	Puerto Princesa International Airport	PR No.	22-11-188	Date:	11/4/2022
		SAI No.	22-11-188	Date:	11/3/2022
Section	Flight Information Display System Unit	BUR No.			

STOCK NO.	UNIT	ITEM DESCRIPTION	APP ITEM NO.	QTY.	UNIT COST	TOTAL COST
	units	Supply and Delivery of Printer/s (3 in 1 Multifunction) and Desktop Computer/s at Puerto Princesa International Airport Printer (3 in 1 Multifunction) Specification: <i>Ink Technology: Dye Ink</i> <i>Printing Resolution: 5,760 x 1,440 DPI</i> <i>Print, Copy</i> <i>Printing Speed ISO/IEC 24734</i> <i>Colours: Black, Cyan, Yellow, Magenta</i> Scan <i>Single-sided scan speed (A4 black & Colour): 200 DPI</i> <i>Output Formats: BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG</i> <i>Scanner Type: Contact image sensor (CIS)</i> <i>Optical Resolution: 600 DPI x 1,200 DPI (Horizontal x Vertical)</i> Paper/ Media Handling <i>Number of Paper Trays: 1</i> <i>Paper Formats: Letter, A4, Legal, etc.</i> <i>Duplex: Manual</i> <i>Output Tray Capacity: 30 Sheets</i> <i>Multifunction: 100 Sheets Standard</i> <i>Compatible Paper Weight: 64 g/m² - 300 g/m²</i> <i>Media Handling: Borderless print (up to 10 x 15cm)</i> <i>Continuous Ink System, Spill-free, error-free refilling</i> Warranty Period: 1year		6	12,500.00	75,000.00
	units	Desktop Computer Specifications: RAM: 8GB or higher, DDR4 or better, 2666MHz or higher Casing with Power Supply Unit (Compatible to Motherboard) Processor Specification: <i>6 Cores / 12 Threads, 4.8 Ghz or higher</i> <i>Processor Base Frequency: 2.90 GHz or higher</i> Storage: SATA, 1TB or higher Motherboard (no specs required as long as compatible with processor above) Pre-loaded Operating System: Windows 10 Pro, with license Mouse, USB connector Keyboard, USB connector Wi-Fi Dongle, USB connector Desktop Monitor: 24 inches, with HDMI and VGA input ports Warranty Period: 1year except for keyboard, mouse and Wi-Fi Dongle 1month only Uninterruptible Power Supply: 720 VA Warranty Period: 6months <i>Note: 20days Delivery Period</i>		5	50,000.00	250,000.00
					Total	P 325,000.00

Purpose /Remarks: Replacement for Outdated and broken desktop Computer and Printer at Puerto Princesa International Airport

	Requested By:	Approved By:
Signature		
Printed Name	MA. LOURDES C. ESPARTERO	ENGR. FLOREVIC P. SONOTA
Designation	Financial Analyst / Concession In-Charge	Acting Airport Manager - Area IV Puerto Princesa International Airport