



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 High-Speed Scanner for various CAAP offices**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-016-05**

Name of Project : **Supply and delivery of High-Speed Scanner for various CAAP offices**

Approved Budget for: **Php497,770.00**

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			
Supply and delivery of High-Speed Scanner for various CAAP offices			
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

CRX(CO) # 22-03-0195
 3/14/22

PURCHASE REQUEST

				PR No.: 2022-04-027	Date: 4-19-22	
				SAI No.:	Date:	
Department: MISD				ALOBS No.:		
Section: CAAP						
Stock No.	Unit Issue	Description	APP item No.	Quantity	Unit Cost	Total Cost
1	unit	Supply and Delivery of: High Speed Scanner # details and specifications attached # *****Nothing Follows*****	10305030- 0865	14	35,555.00	497,770.00
					GRAND TOTAL	497,770.00
Purpose : To be used by various CAAP offices						
Requested by:			Checked by:			
Signature :			Signature :			
Printed Name: JOSE DENNIS S. AREVALO			Printed Name: SOFIA PAULA R. FULMARAN			
Designation: ITO 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 :						
Printed Name: BGEN. JOHN L. ESTABILLO , AFP (Ret)						
Designation: Deputy Director General for Administration						
Date:						

HIGH SPEED SCANNER TECHNICAL SPECIFICATIONS

- Can easily convert paper documents into searchable digital formats
- Reliably handles many different document types: Receipts, photos, business cards, reports, contracts, long documents, thick or thin documents, and more
- Fast and efficient: Scans both sides of a document at the same time, in color, at least 30 pages per minute
- Compatible with various Operating System such as but not limited to: Windows and Mac
- Necessary Driver and licenses included
- Easy to Setup
- Simplex color scanner
- Scanner Type: A4-size or higher sheet-fed,
- Feeder Capacity: with at least 50 sheet automatic feeder or more
- Scanning Resolution: 500dpi or more
- Rated Voltage: AC 100 - 240V
- Long Document Mode: at least 39.4"
- Minimum output file format: JPEG, TIFF, PDF, Searchable PDF, BMP, PNG
- Connectivity Standard: USB 3.0
- With one-year warranty and technical support

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