



## **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 one (1) set Card Printer with Consumables”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-028-06**

Name of Project : **Supply and delivery of one (1) set Card Printer with Consumables**

Approved Budget for: **Php990,000.00**

Specifications : See the attached Annex “B” for specifications

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

Delivery Term : **Thirty (30) calendar days** 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			
<b>Supply and delivery of one (1) set Card printer with Consumables</b>			
Specification	QTY.	Unit Price	Total Price
<b>Please see attached specifications at Annex "B"</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.

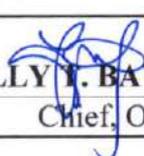
\_\_\_\_\_  
 Email Address

**PURCHASE REQUEST**

CBA (CO) # 22-04-367  
4/28/22 1-02-04-030  
1-02-04-030  
1-02-04-030

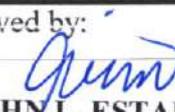
Entity Name: Civil Aviation Authority of the Philippines

Fund Cluster: \_\_\_\_\_

Office/Section :		PR No.: <u>2022-005-006-0852</u>	Date: April 25, 2022		
Procurement Division		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Set	<b>Card Printer with Consumables</b>	1	300,000.00	300,000.00
		* Printing System-Dye Sublimation Retransfer			
		* Printing Density- 600dpi x 600dpi			
		*Printable Area - Edge to Edge			
		* Card Thickness -0.25mm-1.00mm 54.0mm-86.6mm			
		*Consumables-YMCKK ink ribbon			
	Pcks	<b>Colored Ribbons YMCKK Panels</b>	17	20,000.00	340,000.00
		* 750 prints			
	Pcks	<b>Transfer Film Clear</b>	28	12,500.00	350,000.00
		*1000 Sides			
		* Lifetime Free Service Maintenance			
		*Free Training and installation			
		* Machine warranty: Two(2) years warranty from the delivery date.			
		* Free Initial Consumables			
		* Free Cleaning kit			
Recommend Approval:					
 <b>ROLLY T. BAYABAN, MD.</b> Chief, OFSAM					
			<b>TOTAL</b>		<b>990,000.00</b>

Purpose: **FOR THE USE OF OFSAM**

Requested by:  
Signature :  
Printed Name : **JOHANNES CARMELA ALAGAO, RN**  
Designation : **NURSE II**

Approved by:  
  
**BGEN JOHN L. ESTABILLO AFP (RET)**  
Deputy Director General for Administration