



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Shopping Method for the **"Procurement of Heavy-Duty Paper Shredder for RSD"** in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-043-06**
Name of Project : **Procurement of Heavy-Duty Paper Shredder for RSD**
Approved Budget for: **Php42,995.00**
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 or 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;
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

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			
Procurement of Heavy-Duty Paper Shredder for RSD			
Specification	QTY.	Unit Price	Total Price
Please see attached specification 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
 Pasay City, Metro Manila 1300

COA (CO) # 22 - 04 - 335
 4/20/22
 1-06-05-020

Purchase Request					PR Date
Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	unit	Heavy Duty Paper Shredder	1	42,995.00	42,995.00
/////Nothing Follows/////					
RECOMMENDING APPROVAL:					
 CAPTAIN DONALD A. MENDOZA DDG-O/Officer-in-Charge, FSIS					
TOTAL					Php 42,995.00
Purpose: For the use of ARMD-RSD					
Requested by:			Approved by:		
Signature:  Printed Name: IRISH S. PRECION Designation: OIC, RSD, FSIS			Signature:  Printed Name: BGEN ERNEST R. MILO AFP (RET) Designation: ADG II, Administrative & Finance Service		

1 - COA 2- Accounting 3 - Originating Office

Specification of One (1) Heavy Duty Paper Shredder Machine

- Shreds 20 sheets of paper per pass into 397 (5/32 x 1-1/2" Security level P-4) cross-cut particles for enhanced security on highly confidential documents to help keep your information safe. Also shreds staples, credit cards, paper clips, staples and junk mail.
- Continuous duty motor for non-stop shredding allows you to finish shred jobs in one sitting.
- Patented 100% jam proof system eliminates paper jams and powers through tough jobs for frustration-free shredding.


GLENDAL. AGUIRRE
Division Chief III, ARMD / Enduser