



**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 sixteen (16) units Desktop Computer” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C22-068-10  
Name of Project : Supply and delivery of sixteen (16) units Desktop Computer  
Approved Budget for Contract : P960,000.00  
Terms : See the attached Annex “A” for Terms of Reference and corresponding 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 documents which must be properly fastened and sealed in an 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 Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC’s above P50,000.00; (Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate for Corporation)
6. Price quotation from (Annex “A”) during submission of offer/Quotation and,
7. Brochure if applicable

The winning supplier shall – upon claiming of the Contract – present the original copy of the documents listed above for comparison, or submit a **Certified True Copy** of the original document which must be certified by the issuing government agency. However, the **original copy** of the Omnibus Sworn Statement, Price Quotation Form, and Brochure **must be included in the sealed bid**.

Price quotation/s must be valid for a period of thirty (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.

  
**ATTY. JOHN BEAU B. MASIGLAT**  
CCC-Chairperson



### PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Chairperson  
 Canvass and Contract Committee  
 Procurement Division, CAAP,  
 MIA Road, Pasay City

Sir:

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:

<b>Description</b>			
Supply and delivery of sixteen (16) units Desktop Computer			
<b>Specification</b>	<b>QTY.</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Business PC</b> <b>Processor</b> At least 6 cores and 6 threads or higher At least 2.5ghz base clock and 3ghz max boost or higher <b>Memory</b> At least 16GB DDR4 At least 2666mhz speed or higher At least 2x slots or higher Upgradeable up to 32GB <b>Storage</b> At least 1x 256GB (or higher) Solid state Drive with DRAM SATA or M.2 NVMe At least 1x 500GB 7200RPM 2.5" Hard Disk Drive <b>Graphics</b> Integrated Graphics Processor (1GP) <b>Network Interface</b> Integrated Ethernet Integrated dual-band WIFI <b>Standard I/O Ports</b> 1 Audio port or Headphone and Mic Combo Jack 1 either VGA or DVI 1 HDMI port 1 ethernet port 4 USB ports back panel 2 USB ports front panel <b>Power Supply</b> At least 400 watts (80+ White certification at least) <b>Display Screen</b> At least 21.5" screen size IPS Panel Display 16.9 aspect ratio At 1920X1080p resolution At least 1x HDMI port At least 1x VGA or DVI port Standard DC power output <b>Peripherals</b> USB Keyboard US Standard with Numeric Keypad Medium-sized USB Optical Mouse with scrolling capability 1x mouse pad <b>UPS</b> At least 700va or higher At least 3 outlets minimum At least 10 minutes battery runtime at full load and replaceable battery <b>Bundled Softwares</b> At least permanent Licensed Windows 10 Pro 64bit English (with product key provided by the supplier) Permanent licensed Microsoft Office Home and Business 2019 (with	<b>16/units</b>		



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

product key provided by the supplier)			
<b>Warranty and Support Service</b>			
At least 1 year replacement all parts and services			
Supplier shall be able to respond to technical assistance and support 24 hours via call, email and site visit for NCR			
Should be Windows 11 compatible hardware (esp. processor and motherboard)			
Boot time must be at least 20 seconds or less			
Inclusive of Delivery			
<b>Total (Inclusive of VAT)</b>			

(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



## Terms of Reference (TOR)

**FROM** : AFS – BUDGET DIVISION

**TO** : PROCUREMENT DIVISION

**SUBJECT:** SUPPLY AND DELIVERY OF SIXTEEN (16) UNITS BUSINESS PC

- ✓ TERMS OF PAYMENT – USUAL GOVERNMENT ACCOUNTING RULES AND PROCEDURES.
- ✓ DELIVERY PERIOD – 30 CALENDAR DAYS UPON RECEIPT NOTICE OF AWARD.
- ✓ NOTICE TO PROCUREMENT – A WRITTEN LETTER WILL BE SENT TO THE PROCUREMENT DIVISION SEVEN DAYS BEFORE THE DELIVERY DATE.
- ✓ SIXTEEN (16) DESKTOP UNITS MUST BE DELIVERED IN A SINGLE FULL DELIVERY.
- ✓ SPECIFICATIONS ATTACHED FOR YOUR REFERENCE.
- ✓ WINDOWS OPERATING SYSTEM AND MICROSOFT OFFICE SUITE LICENSES.

PREPARED BY:

A handwritten signature in black ink, appearing to read 'Benjamin J. Raymundo Jr.', is written over a set of horizontal lines.

BENJAMIN J. RAYMUNDO JR.  
BUDGET OFFICER II

NOTED BY:

A handwritten signature in black ink, appearing to read 'Rosario V. Nalugon', is written over a set of horizontal lines.

ROSARIO V. NALUGON  
CHIEF, BUDGET DIVISION