



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

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**BIDS AND AWARDS COMMITTEE BRAVO**  
**NOTICE OF DIRECT CONTRACTING and REQUEST FOR QUOTATION**  
**October 27, 2022**

1. The Civil Aviation Authority of the Philippines (CAAP) through its **Bids and Awards Committee (BAC)** intends to apply the sum of **Sixty Eight Thousand Four Hundred Seventy Six (Php68,476.00)**, inclusive of all applicable government taxes, fees, and charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the project **Immediate Replacement of Spare Part/s & or Consumables of Kyocera Multifunction Laser Copier TASKALFA 3510I Serial #LVA4Y00009**.
2. The **BAC** requests **Mr. Gomer C. Lagmay, PSD Manager of Philcopy Corporation** to submit a **PRICE PROPOSAL** in Philippine Peso (Inclusive of VAT). Proposal received more than the ABC shall be automatically rejected at proposal opening.
3. The Submitted Eligibility, Technical and Financial documents shall be properly marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. "page 3 of 100". Page number of last page of the document (per envelope basis).

Pagination should be sequential based on the entire span of the whole documents inside the envelope.

4. The submission shall include the following documents:

**A. Eligibility Requirements:**

1. Valid Mayor's or Business Permit;
2. Valid PhilGEPS Certificate of Registration;
3. Valid Certificate of Sole Distributorship; and
4. Income/Business Tax Return (for above P500,000.00)

**B. Technical Requirements:**

1. Technical Specifications with Compliance Statement

**C. Financial Requirements:**

1. Prospective bidder's computation of Net Financial Contracting Capacity (NFCC)
  2. Original of duly signed and accomplished Financial Bid Form (Form No. 1)
5. **Philcopy Corporation** shall submit its quotation/proposal manually to the **Bids and Awards Committee** on or before **02:00 P.M on 08 November 2022 at the BAC Office, PMO Bldg., Civil Aviation Authority of the Philippines, MIA Road, Pasay City.**

**Late submission shall not be accepted.**

6. Quotation opening shall be held physically at the **CAAP Conference Room, 4/F Admin Building, Civil Aviation Authority of the Philippines, MIA Road, Pasay City** and virtually via **Google Meet Video Conferencing**. The quotation will be opened in the presence of the bidder's representative/s who opts to attend the activity. The bidder is requested to advise the committee, through the Secretariat of the name of its representative together with an attached written authorization manually or via electronic mail.

The CAAP reserves the right to accept or reject the offer, to annul this request for quotation or the procurement process, waive any informalities or minor defects, accept the most advantageous offer to the CAAP, or not award the contract without thereby incurring any liability to the offer.

This **Alternative Method of Procurement through Direct Contracting** for the project stated above shall be governed by Section 50 (c) of the Revised Implementing Rules and Regulations of Republic Act 9184.

Should you have further inquiries/clarifications, you may contact the BAC Secretariat at (02) 7944-2358 or email at [bac@caap.gov.ph](mailto:bac@caap.gov.ph)

We look forward to your participation in this procurement activity.



**CAPTAIN EDGARDO G. DIAZ**  
*Chairperson*  
**Bids and Awards Committee**