



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 50 units webcam and 50 units headset with microphone for the use of CAAP Central Office"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C22-004-04**

Name of Project : **Supply and delivery of 50 units webcam and 50 units headset with microphone for the use of CAAP Central Office**

Approved Budget for: **Php160,000.00**

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

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 50 units webcam and 50 units headset with microphone for the use of CAAP Central Office			
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

PURCHASE REQUEST

CBA (MO) # 22-03-0164

March 7, 2022

SVP-057-22

PR No.: Date: 7/18/22 V-03-03-010
SAI No.: Date:

Stock No.	Unit Issue	Description	APP Item No.	Quantity	Unit Cost	Total Cost
	pcs	Webcam		50	Php 1,600.00	80,000.00
	pcs	Headset with microphone		50	Php 1,600.00	80,000.00
*Specifications Attached *****Nothing Follows*****						

GRAND TOTAL 160,000.00

Purpose :
To facilitate efficient virtual meetings, conferences and trainings.

Requested by:		Checked by:	
Signature :		Signature :	
Printed Name:	JOSE DENNIS S. AREVALO	Printed Name:	SOFIA PAULA R. FULMARAN
Designation:	IT Officer II	Designation:	OIC, MIS Division
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:			

Technical Specification

WEBCAM

SYSTEM REQUIREMENTS

Compatible with

Windows® 8 or later

USB - A port

Works with popular calling platforms.

TECHNICAL SPECIFICATIONS

Max Resolution: 720p/30fps

Camera mega pixel: at least 0.9

Focus type: fixed focus

Built-in mic: Mono

Mic range: Up to 3 ft (1 m)

Universal mounting clip fits laptops, LCD or monitors

PACKAGE CONTENTS

1 webcam with at least 5 ft (1.5 m) attached USB-A cable

User documentation

WARRANTY INFORMATION

1-Year Limited Hardware Warranty

CHECKED/VERIFIED BY:


~~JOSE DENNIS S. AREVALO~~
IT officer II

NOTED BY:


SOFIA PAULA R. FULMARAN
OIC MISD 

HEADSET with MICROPHONE

SYSTEM REQUIREMENTS

Windows and popular calling platforms.

USB port Type A port or adapter

TECHNICAL SPECIFICATIONS

Microphone Type: Bi-directional

Input Impedance: 32 Ohms

Sensitivity (headphone) 111 dBSPL +/- 3 dB

Sensitivity (microphone): -42 dBV/Pa +/- 3 dB

Frequency response (Headset) 100 Hz - 10 KHz

Frequency response (Microphone) 200 Hz - 6 KHz

PACKAGE CONTENTS

Digital headset

User documentation

WARRANTY INFORMATION

1-Year Limited Hardware Warranty

CHECKED/VERIFIED BY:


~~JOSE DENNIS S. AREVALO~~

~~IT officer II~~

NOTED BY:


SOFIA PAULA R. FULMARAN
OIC MISD 