



23 May 2022  
Date

**REQUEST FOR QUOTATION**

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Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the Civil Aviation Authority of the Philippines (CAAP), Area Center V, Bicol International Airport in connection with the implementation of the **Supply & Delivery Of Photocopying Machine With Cabinet At CAAP Area V-3rd SVP** project. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our Bids and Awards Committee on **31 May 2022** at **2:00 pm** at the BAC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay.

ITEM NO.	UNIT	QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1	Units	3	<b>Digital Copier Auto Reverse Document Feeder (ARDF)</b> <i>- Copier, Printer, Scanner (Black &amp; white and color scanning)</i> <i>- With initial supplies and cabinet</i>  <b><u>Specifications:</u></b> <i>- 20 pages per minute</i> <i>- Standard Printer &amp; Scanner</i> <i>- Standard paper tray &amp; 1 Bypass tray</i> <i>- 8.8 seconds first copy speed</i> <i>- 31 sec. Warm-up time</i> <i>- With enlarger and reducer</i> <i>- Up to 99 sets of Multiple Copying</i>		

ITEM NO.	UNIT	QTY.	DESCRIPTION	UNIT PRICE	TOTAL
<i>Continuation of Specifications</i>					
			<ul style="list-style-type: none"> <li>- Handles paper sizes from A6 right up to A3</li> <li>- 50% to 200% zoom range in 1% step</li> <li>- 256MB copier memory with electronic sorting</li> <li>- Standard Duplex (back to back printing)</li> <li>- 600dpi copier resolution with digital enhance feature</li> <li>- Color scanning A4 size, 6 images per minute</li> <li>- Standard USB Interface</li> <li>- Operating System Windows 98/Me/2000/XP/server 2003/2008/Vista 2003/2008/ Vista win&amp;: UNIX environments: OPEN SUSE (KDE &amp; Gnome)</li> <li>- Scanning: B&amp;W 15 images per minute, color 6 images per minute</li> <li>- One (1) year warranty coverage</li> <li>- Includes delivery to respective airports</li> </ul> <p><b><u>Distribution:</u></b>  <b><i>Bicol International Airport: 2 units</i></b>  <b><i>Masbate Airport: 1 unit</i></b></p>		
<b><i>Amount Of Quotation For: Two (2) Units For Bicol International Airport</i></b>					
<b><i>Amount Of Quotation For One (1) Unit For Masbate Airport</i></b>					
<b>TOTAL AMOUNT OF QUOTATION</b>					
<b><i>***nothing follows***</i></b>					

***The Approved Budget for the Contract (ABC) for Two (2) Units photocopying machine with cabinet, inclusive of delivery cost, to Bicol International Airport is ONE HUNDRED SIXTY THOUSAND PESOS (Php160,000.00). Total Amount of Quotation in excess of the ABC for the aforesaid items shall be automatically disqualified.***



The Approved Budget for the Contract (ABC) for One (1) Unit photocopying machine with cabinet, inclusive of delivery cost, to Masbate Airport is **EIGHTY THOUSAND PESOS (Php80,000.00)**. Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.

The Approved Budget for the Contract (ABC) for the three (3) items is **TWO HUNDRED FORTY THOUSAND PESOS (Php240,000.00)**. No. of Days to Complete: **TWENTY FIVE (25) CALENDAR DAYS including delivery period to Bicol International Airport and Masbate Airport.**

Partial bids are not allowed. The items are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding and contract award, therefore, **ONLY A SINGLE CONTRACT SHALL BE AWARDED.**


However, the quotations shall be evaluated **PER AIRPORT**. Any quotation that exceeds the ABC of the ITEM/S INTENDED FOR A PARTICULAR AIRPORT shall be automatically disqualified. Accordingly, any **TOTAL AMOUNT OF QUOTATION that exceeds the TOTAL ABC for the three (3) items shall be automatically disqualified.**

Quotations not accompanied by **Current Mayor's/Business Permit, Phil-GEPS Registration Number, and brochure/picture indicating brand name and specifications of the photocopying machine with cabinet** shall be automatically disqualified.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery sites if the contract is awarded. Quotations must be delivered to the Civil Aviation Authority of the Philippines, Area Center V **not later than 2:00 p.m. on 31 May 2022** at its physical address at the BAC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay. **Online submission is not allowed and late submission shall not be accepted.**

Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late quotations shall not be accepted. All quotations together with the required documents should be placed in a **sealed envelope** marked **Supply & Delivery Of Photocopying Machine With Cabinet At CAAP Area V-3rd SVP.**

Very truly yours,

  
**EPIFANIO O. PRINIA, JR.**  
Chairperson, Bids and Awards Committee

**MR. EPIFANIO O. PRINIA, JR.**  
Chairperson, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Bicol International Airport, Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

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Signature Over Printed Name of Dealer/Supplier

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TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply & Delivery Of Photocopying Machine With Cabinet At CAAP Area V – 3rd SVP** project to the above-named dealer/supplier in accordance with the existing regulations.

  
**ALAN O. LOVERES**  
Canvasser