



**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 One Thousand Three Hundred Twenty-Five (1,325) bottles of ink HP, EPSON, and CANON printers in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : C23-060-09  
 Name of Project : Supply and delivery of One Thousand Three Hundred Twenty-Five (1,325) bottles of ink for HP, EPSON, and CANON printers  
 Approved Budget for for Contract : P999,600.00  
 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  
 Partial delivery is **not allowed**  
 Delivery Location : **CAAP Head Office Warehouse**  
 Delivery Time : 8:00 AM – 4:00 PM (working days)

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,

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 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.

**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>Supply and delivery of One Thousand Three Hundred Twenty-Five (1,325) bottles of ink, HP, EPSON, and CANON printers</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Epson Ink, 003 Black	310	bottle		
Epson Ink, 003 Cyan	170	bottle		
Epson Ink, 003 Yellow	170	bottle		
Epson Ink, 003 Magenta	170	bottle		
Ink Brother, Brother, BT D60BK, Black	15	bottle		
Ink Brother, Brother, BT 5000C, Cyan	15	bottle		
Ink Brother, Brother, BT 5000M, Magenta	15	bottle		
Ink Brother, Brother, BT 5000Y, Yellow	18	bottle		
Canon Ink, GI-790 Black	50	bottle		
Canon Ink, GI-790 Magenta	35	bottle		
Canon Ink, GI-790 Cyan	35	bottle		
Canon Ink, GI-790 Yellow	35	bottle		
Ink HP GT52, Cyan	25	bottle		
Ink HP GT52, Magenta	25	bottle		
Ink HP GT52, Yellow	25	bottle		
Ink HP GT52, Black	30	bottle		
Ink Bottle, Brother, BT D60BK, Black	20	bottle		
Ink Bottle, Brother, BT 5000C, Cyan	10	bottle		
Ink Bottle, Brother, BT 5000M, Magenta	10	bottle		
Ink Bottle, Brother, BT 5000Y, Yellow	10	bottle		
HP11 Inkjet Printhead Black	7	cart		
HP11 Inkjet Printhead Cyan	3	cart		
HP11 Inkjet Printhead Yellow	3	cart		
HP11 Inkjet Printhead Magenta	3	cart		
HP 80A Black	5	cart		
HP933 / XL (Cyan)	5	cart		
HP933 / XL (Yellow)	5	cart		
HP933 / XL (Magenta)	5	cart		
HP932 / XL Black	14	cart		
HP DesignJet 500 Plotter Ink No. 82 (Black)	6	cart		
HP DesignJet 500 Plotter Ink No. 82 (Cyan)	4	cart		
HP DesignJet 500 Plotter Ink No. 82 (Yellow)	4	cart		
HP DesignJet 500 Plotter Ink No. 82 (Magenta)	4	cart		
Epson Plotter Ink (Black) T41Q5	16	bottle		
Epson Plotter Ink (Cyan) T41Q2	16	bottle		
Epson Plotter Ink (Yellow) T41Q4	16	bottle		
Epson Plotter Ink (Magenta) TQ413	16	bottle		
<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

Name of Project	: Procurement of Computer Supplies Not Available at PS DBM FY 2023  (Supply and Delivery of One Thousand Three Hundred Twenty-Five (1, 325) Bottles of Ink for HP, EPSON and CANON Printers)
Approved Budget	: Nine Hundred Ninety-Nine Thousand, Six Hundred Pesos (PHP 999, 600. 00)
Delivery Period	: <u>Thirty (30)</u> calendar days from the receipt of Notice to Proceed.  Note: Partial delivery is <u>not allowed</u> .
Delivery Location	: Civil Aviation Authority of the Philippines (CAAP) Old MIA Road, Pasay City, Metro Manila
Delivery Condition(s)	: 1. Acceptance of delivery shall be from 8:00 A.M. to 4:00 P.M. only during regular working days.  2. A written notice must be sent via email to the Procurement Division ( <a href="mailto:procurement@caap.gov.ph">procurement@caap.gov.ph</a> ), and Supply Division ( <a href="mailto:supply@caap.gov.ph">supply@caap.gov.ph</a> ) at least seven (7) working days prior to the intended date of delivery.  3. Upon receipt of the Notice of Delivery, a confirmation of availability of End-User and/or Technical Inspection and Acceptance Committee (TIAC) must be received by the Supplier from the Procurement Division within two (2) working days before proceeding with the delivery.  4. The Supplier's noncompliance to the delivery conditions stipulated herein and in the Approved Contract shall be a ground for refusal of entry to the CAAP premises and receipt of delivery, with no fault on the part of the CAAP.
Terms of Payment	: Payment shall be upon full/completed delivery of goods/items, and shall be subject to government mandated accounting rules and regulations.






Technical Specifications/Item Descriptions:

#	Item/Particular	Qty	Unit	Unit Cost	ABC
1.	Epson Ink, 003, Black	310	bottle	300.00	93,000.00
2.	Epson Ink, 003, Cyan	170	bottle	300.00	51,000.00
3.	Epson Ink, 003, yellow	170	bottle	300.00	51,000.00
4.	Epson Ink, 003, Magenta	170	bottle	300.00	51,000.00
5.	Ink Bottle, Brother, BT D60BK, Black	15	bottle	400.00	6,000.00
6.	Ink Bottle, Brother, BT 5000C, Cyan	15	bottle	400.00	6,000.00
7.	Ink Bottle, Brother, BT 5000M, Magenta	15	bottle	400.00	6,000.00
8.	Ink Bottle, Brother, BT 5000Y, Yellow	18	bottle	400.00	7,200.00
9.	Canon Ink ,GI-790 black	50	bottle	350.00	17,500.00
10.	Canon Ink, GI-790 magenta	35	bottle	350.00	12,250.00
11.	Canon Ink, GI-790 Cyan	35	bottle	350.00	12,250.00
12.	Canon Ink,GI-790 yellow	35	bottle	350.00	12,250.00
13.	Ink HP GT52, Cyan	25	bottle	350.00	8,750.00
14.	Ink HP GT52, Magenta	25	bottle	350.00	8,750.00
15.	Ink HP GT52, yellow	25	bottle	350.00	8,750.00
16.	Ink HP GT52, black	30	bottle	350.00	10,500.00
17.	Ink Bottle, Brother, BT D60BK, Black	20	bottle	400.00	8,000.00
18.	Ink Bottle, Brother, BT 5000C, Cyan	10	bottle	400.00	4,000.00
19.	Ink Bottle, Brother, BT 5000M, Magenta	10	bottle	400.00	4,000.00
20.	Ink Bottle, Brother, BT 5000Y, Yellow	10	bottle	400.00	4,000.00
21.	HP11 Inkjet Printhead Black	7	cart	3,000.00	21,000.00



22.	HP11 Inkjet Printhead Cyan	3	cart	3,000.00	9,000.00
23.	HP11 Inkjet Printhead Yellow	3	cart	3,000.00	9,000.00
24.	HP11 Inkjet Printhead Magenta	3	cart	3,000.00	9,000.00
25.	HP 80A Black	5	cart	6,000.00	30,000.00
26.	HP933 / XL (Cyan)	5	cart	1,600.00	8,000.00
27.	HP933 / XL (yellow)	5	cart	1,600.00	8,000.00
28.	HP933 / XL (Magenta)	5	cart	1,600.00	8,000.00
29.	HP932 / XL Black	14	cart	1,600.00	22,400.00
30.	HP DesignJet 500 Plotter ink No. 82 (Black)	6	cart	2,500.00	15,000.00
31.	HP DesignJet 500 Plotter ink No. 82 (Cyan)	4	cart	2,500.00	10,000.00
32.	HP DesignJet 500 Plotter ink No. 82 (Magenta)	4	cart	2,500.00	10,000.00
33.	HP DesignJet 500 Plotter ink No. 82 (Yellow)	4	cart	2,500.00	10,000.00
34.	Epson Plotter ink (Black) T41Q5	16	bottle	7,000.00	112,000.00
35.	Epson Plotter ink (Cyan) T41Q2	16	bottle	7,000.00	112,000.00
36.	Epson Plotter ink (Yellow) T41Q4	16	bottle	7,000.00	112,000.00
37.	Epson Plotter ink (Magenta) TQ413	16	bottle	7,000.00	112,000.00
<b>Total</b>					<b>999,600.00</b>

Prepared by:

  
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Supply Officer I  
Supply Division

Approved by:

  
**GEMB KAHMIL GARCIA-ANISCOL**  
Officer-In-Charge  
Supply Division