



**REQUEST FOR QUOTATION**

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Shopping Method** for the **“Supply and delivery of Paper Shredder Machine for various offices at Head Office (ANS/ AFS/ CSIS/ FSIS/ CORPLAN/ HAB/ ODG Main)”** in accordance with Section 52.1 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C23-081-09**  
 Name of Project : **Supply and delivery of Paper Shredder Machine for various offices at Head Office (ANS/AFS/ CSIS/ FSIS/ CORPLAN/ HAB/ ODG Main)**  
 Approved Budget for for Contract : **P257,097.68**  
 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,
7. Brochure 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 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 Paper Shredder Machine for various Offices at Head Office (ANS/ AFS/ CSIS/ FSIS/ CORPLAN/ HAB/ ODG Main)</b>				
<b>Technical Specifications</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>PAPER SHREDDER</b> *Overheating Protection – The machine works for too long, causing the parts to heat up, and the machine will automatically stop *Separate shredder design – CDs, bank cards can be broken to ensure and safety of your information *Shredder paper effects – Reacted the German Level 4 secrecy effect *Automatically stop when the paper drum is open *Auto Reverse *Meet the silent standard – control machine noise and enjoy a quite office *Size – 545mm x 235mm x 370mm *Nitride steel knife – shreds up to 12 sheets at a time, shredding speed 2m/min, 10 minutes of continuous shredding time *Bin capacity – 23L	19	units		
<b>Warranty:</b>				
One (1) year warranty on parts and services from the date of acceptance.				
<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 Supply and delivery of Paper Shredder Machine for various offices at H.O (ANS/AFS/CSIS/FSIS/Corplan/HAB/ODG-Main)
Approved Budget	:	PHP 257,097.68
Delivery Period	:	Thirty (30) days from the receipt of Notice for Compliance  <i>Note: Partial delivery is <b>not allowed</b>.</i>
Delivery Location	:	CAAP Head Office Warehouse  <i>Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.</i>  <i>A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) calendar days prior to the intended date of delivery.</i>  <i>A confirmation of availability of concerned office must be received by the supplier before proceeding with the delivery. None compliance may be a ground for refusal of entry to the premises and receipt of delivery with no fault on the part of the Civil Aviation Authority of the Philippines.</i>
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.
Warranty	:	One (1) year warranty on parts and services from the date of acceptance

**Specification**

UNIT	DESCRIPTION	QUANTITY
Unit	<p><b>PAPER SHREDDER</b></p> <ul style="list-style-type: none"> <li>* Overheating Protection- Tha Machine Works for Too Long, Causing the Parts to Heat up, and the Machine will Automatically stop</li> <li>* Separate Shredder Design- CDs, Bank Cards can be Broken to ensure and Safety of your Information</li> <li>* Shredded Paper Effect- Reached the German Level 4 Secrecy Effect</li> <li>* Automatically Stop when the Paper Drum is Open</li> <li>* Auto Reverse</li> <li>* Meet the Silent Standard- Control Machine Noise and Enjoy a Quite Office</li> <li>* Size- 545mm x 235mm x 370mm</li> </ul>	19



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

	<p>* Nitride Steel Knife- Shreds up to 12 Sheets at a time, Shredding Speed 2m/min, 10 Minutes of Continuous Shredding time. * Bin Capacity- 23L</p>	
--	--	--

Prepared by:

**FREDILIM O. LIBIANO**  
*Office Clerk*

Approved by:

**ATTY. JOHN BEAU B. MASIGLAT**  
*Officer-in-Charge, Procurement Division*