



**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 “Purchase of 3 KVA Uninterruptible Power Supply (UPS) and 100 pcs. of UPS batteries” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C23-082-09**  
Name of Project : **Purchase of 3 KVA Uninterruptible Power Supply (UPS) and 100 pcs. of UPS batteries**  
Approved Budget for for Contract : **P448,600.00**  
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,
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 damages 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>Purchase of 3 KVA Uninterruptible Power Supply (UPS) and 100 pcs. of UPS batteries</b>				
Technical Specifications	QTY	Unit	Unit Price	Total Price
<b>3 KVA UPS</b> Applicable for data center and network & server systems, automatic charging in OFF mode, input power factor correction, high output power factor built-in USB & RS communication ports, generator compatible. <b>Capacity (VA/Watts):</b> 3000VA/3000W <b>Format:</b> rack mountable <b>Efficiency:</b> up to 94% in online mode (up to 98% in Hi-efficiency mode) <b>Input / Output:</b> 220/230/240V <b>LCD display:</b> clear information on UPS status and measurements <b>Battery:</b> 12V 9Ah, Maintenance-Free, Sealed Lead Acid, Leak Proof <b>Protection:</b> Discharge, overcharge, overload, short circuit, and surge Protection <b>Alarm:</b> Alarm sounds for non-normal conditions such as but not limited to: battery mode, low batter <b>Warranty:</b> 3 years on electronics, 2 years on batteries; warranty shall take effect upon final acceptance of the project	<b>7</b>	<b>units</b>		
<b>UPS Batteries</b> Dimension: 15.0 x 6.5 x 15.0 cm Voltage: 12V Capacity: At least 7 Ampere Valve regulated Sealed lead-acid battery Hot swappable	<b>100</b>	<b>pcs</b>		
<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

<b>Name of Project</b>	:	<b>Purchase of 3 KVA Uninterruptible Power Supply (UPS and 100 pcs of UPS Batteries</b>
<b>Approved Budget</b>	:	P448,600.00
<b>Delivery Period</b>	:	Thirty (30) calendar days from the receipt of Notice for Compliance  <i>Note: Partial delivery is <b>not allowed</b>.</i>
<b>Delivery Location</b>	:	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 (procurement@caap.gov.ph) and Supply Division (supply@caap.gov.ph) 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 th premises and receipt of delivery with o fault on the part of the Civil Aviation Authority of the Philippines.</i>
<b>Terms of Payment</b>	:	100% payment of the total cost shall be made upon the final completion and acceptance of the project subject to usual government accounting and auditing rules and regulations.

#### Technical Specifications:

##### 1. 3KVA UPS

Applicable for data center and network & server systems, automatic charging in OFF mode, input power factor correction, high output power factor built-in USB & RS communication ports, generator compatible.

Capacity (VA/Watts) : 3000VA/3000W

Format : rack mountable

Efficiency : up to 94% in online mode (up tp 98% in Hi-efficiency mode)

Input / Output : 220/230/240V

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LCD display : clear information on UPS status and measurements

Battery : 12V 9Ah, Maintenance-Free, Sealed Lead Acid, Leak Proof

Protection : Discharge, overcharge, overload, short circuit, and surge Protection

Alarm : alarm sounds for non-normal conditions such as but not limited to: battery mode, low batter,

Warranty : 3 years on electronics, 2 years on batteries; warranty shall take effect upon final acceptance of the project

Installation and Testing: Mobilization and demobilization, testing and commissioning

Training : operation and maintenance; troubleshooting procedures, monitoring and report generation

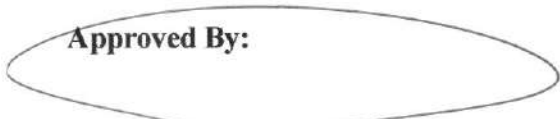
**2. UPS batteries: 100 pcs**

Dimension : 15.0 x 6.5 x 15.0 cm  
 Voltage : 12V  
 Capacity : At least 7 Ampere  
 Valve regulated  
 Sealed lead-acid battery  
 Hot swappable

**Prepared By:**

  
**CHERYL J. WALICAN**  
*Administrative Assistant I, MISD*

**Approved By:**

  
**JOSE DENNIS S. AREVALO**  
*OIC, MISD*