



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 ICT Supplies for various CAAP Offices FY 2023” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C23-101-11**
Name of Project : **Supply and Delivery of ICT Supplies for various CAAP Offices FY 2023**
Approved Budget for
for Contract : **P869,500.00**
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. Please see attached Terms of Reference (TOR) for additional requirements.

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:

Supply and Delivery of ICT Supplies for various CAAP Offices FY 2023				
Technical Specifications	QTY	Unit	Unit Price	Total Price
DVD Re-writable	1,500	pcs		
DVD Cases [m-lock, single, transparent]	1,500	pcs		
External Hard Drive [1TB, 2.5" HDD, USB 3.0]	75	unit		
External Hard Disk Drive 2TB	4	unit		
External Hard Drive 4TB	1	unit		
2TB Serial ATA External SSD	2	unit		
Flash Drive, 16GB capacity, 1 piece in individual blister pack	586	pcs		
Flash Drive, 32GB capacity, 1 piece in individual blister pack	34	pcs		
Flash Drive, 64GB capacity, 1 piece in individual blister pack	30	pcs		
Keyboard [Optical, USB Connection Type]	57	pcs		
Keyboard Wireless	10	pcs		
Mouse Pad	66	pcs		
Mouse, Wireless, 1 unit in individual box	19	pcs		
Mouse, Optical, USB Connection Type, 1 unit in individual box	74	pcs		
Headset	5	pcs		
Web Camera (for online DMS Orientation)	4	pcs		
WiFi Dongle	3	pcs		
Card Reader	3	pcs		
USB Wifi Dongle/Adapter	12	pcs		
USB Hub	2	pcs		
PC Speakers	7	pcs		
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



TERMS OF REFERENCE


Name of Project	:	Supply and Delivery of ICT Supplies for various CAAP Offices FY 2023
Approved Budget	:	Php869,500.00
Delivery Period	:	<u>30 calendar days</u> 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)	:	<p>1. Acceptance of delivery shall be from 8:00 A.M. to 4:00 P.M. only during regular working days.</p> <p>2. A written notice must be sent via email to the Procurement Division (procurement@caap.gov.ph), and Supply Division (supply@caap.gov.ph) at least seven (7) working days prior to the intended date of delivery.</p> <p>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.</p> <p>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.</p>
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:

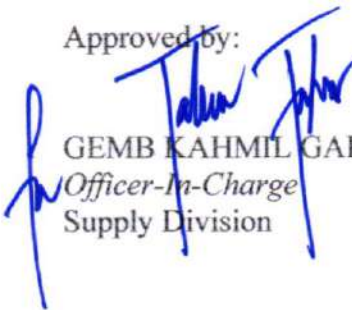
QUANTITY	UNIT	DESCRIPTION
1,500	pcs	DVD Re-writable
1,500	pcs	DVD Cases [m-lock, single, transparent]
75	unit	External Hard Drive [1TB, 2.5" HDD, USB 3.0]
4	unit	External Hard Disk Drive 2TB
1	unit	External Hard Drive 4TB
2	unit	2TB Serial ATA External SSD
586	pcs	Flash Drive, 16GB capacity, 1 piece in individual blister pack
34	pcs	Flash Drive, 32GB capacity, 1 piece in individual blister pack
30	pcs	Flash Drive, 64 GB capacity, 1 piece in individual blister pack
57	pcs	Keyboard [Optical, USB Connection Type]
10	pcs	Keyboard Wireless
66	pcs	Mouse Pad

19	pcs	Mouse, Wireless, 1 unit in individual box
74	pcs	Mouse, Optical, USB Connection Type, 1 unit in individual box
5	pcs	Headset
4	pcs	Web Camera (for online DMS Orientation)
3	pcs	WiFi Dongle
3	pcs	Card Reader
12	pcs	USB Wifi Dongle/Adapter
2	pcs	USB Hub
7	pcs	PC Speakers

Prepared by:


 MONALISA P IMPERIAL
 Supply Officer I
 Supply Division

Approved by:


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