



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 Printers for ATS Facilities and Offices Use” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C23-125-11**
Name of Project : **Supply and Delivery of Printers for ATS Facilities and Offices Use**
Approved Budget for Contract : **P750,000.00**
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 P 50,000.00; (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.

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.

The quotation shall be submitted in sealed envelope on or before the closing date of DEC 01 2023 at 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. JOHN BEAU B. MASIGLAT
Chairperson, Canvass and Contract Committee
Officer-In-Charge, Procurement Division
Gate 3 CAAP, Old MIA Road
Pasay City, Metro Manila



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.


MELINA C. REYES
CCC Vice-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 Printers for ATS Facilities and Offices Use				
Technical Specifications	QTY	Unit	Unit Price	Total Price
Laser Printer	6	units		
A3 Colour Laser Printer	2	units		
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 Printers for ATS Facilities and Offices use
Approved Budget	:	Php750,000.00
Delivery Period	:	<u>Thirty (30) calendar days</u> from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</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. Non-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.

Technical Specifications:

Item (1)	Laser Printer
Quantity	Six (6) units
Key Function	Automatic 2-sided Print, Scan, Copy, Fax with Wireless Connectivity and NFC Reader
Printer Functions	Processor: Main – Cortex-A9 800MHz Sub – ARM946 133MHz Multitasking supported: Yes Print speed (minimum, A4/Letter): Up to 24/25 ppm Features: Automatic 2-sided Printing, Poster Printing, Header-Footer Printing, Watermark Printing [Windows (Host-Based/PCLXL)], N-up Printing, Secure Print [Windows (Host-Based/PCLXL)/ Mac], 600 x 600 dpi, 2400 dpi (600 x 2400) quality, Less than 24 sec, Less than 14 sec



	(Mono/Colour)
Copy Functions	Copy Speed: Up to 24/25 ppm Reduction/Enlargement (%): 25% - 400% in 1% increments Copy Resolution: 600 x 600 dpi Copy Features: N in 1, Automatic 2-sided Copying
Scan Functions	Scan Speed (Mono/Colour): 27/21 ipm (A4), 29/22 (LTR) Resolution (Optical): 1,200 x 2,400 dpi Resolution (Interpolated): 19,200 x 19,200 dpi Scan Features: Auto Deskew, SharePoint (Firm & CC4), Email, Image, OCR, File, TTP, Direct USB, Network, One Pass Automatic 2-sided Scanning
Fax Functions	Modem Speed: 33,600 bps (Fax) PC Fax (Send/Receive): Send (compatible for Windows) Speed Dial/ Group Dial: 200 locations / 20 groups Out of Papers Reception: Up to 500 pages (ITU-T Test Chart, Standard Resolution, JBIG)
Paper Handling	Paper Input Tray: 250 sheets Multi-purpose Tray: 30 sheets Dual CIS Auto Document Feeder: 50 sheets Paper Output: 150 sheets, face down Media Weights/ MP Tray: 60 to 163 g/m Media Sizes/ Standard Tray: A4, Letter, A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal
Connectivity	Interface: Hi-Speed 2.0, 10Base-T/100Base-TX, IEEE 802.11b/g/n (Wireless), IEEE 802.11g/n (WiFi Direct) Front USB Direct Print: Yes NFC Tag: Yes (Link to Solutions Center/ iPrint&Scan/ Easy WLAN setting) Mobile Solutions: iPrint&Scan, Cloud Print, AirPrint, Mobile Printing Web Connect: Yes
Display	3.7" Colour LCD Touchscreen Panel;
Compatible Operating Systems	Windows 7 all 32-bit and 64-bit edition; Windows 10 all 32-bit and 64-bit edition
Supplies	Inbox Toner Yield: BK – Approx. 1,000 pages; CMY – Approx. 1,000 pages Standard Toner: BK – Approx. 1,400 pages; CMY – Approx. 1,300 pages High Capacity Toner: Approx. 3,000 pages; CMY – Approx. 2,300 pages Drum Limit: Approx. 18,000 pages
Dimension	410 x 509 x 414 mm (W x D x H)
Accessories	Power cord, USB cable, Toner
Energy Efficiency	Yes
Machine Weight	24.7 kg
Warranty	Three (3) Years for parts and services upon acceptance; Must have a



	technical support Toll-Free number for technical assistance within working hours and should be operational and functional for at least within the warranty period; Must have the manufacturer's warranty certificate.
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Item (2)	A3 Colour Laser Printer
Quantity	Two (2) units
Printing Technology	<p>Maximum Resolution: 1,200 x 1,200 dpi Print Speed (Black & Colour): Up to 35 ppm (Simplex) / Up to 25 ppm (Duplex) First Page Out Time: Simplex (Black & Colour) – 7.9 sec or less / 9.1 sec or less Duplex (Black & Colour) – 13.3 sec or less / 14.5 sec or less Warm Up Time: 13.5 sec (from power on to ready) Maximum Monthly Print Volume: Up to 100,000 pages Automatic 2-sided Printing: Yes (up to A3)</p>
Controller Specifications	<p>Processor: Dual Core 750 MHz Memory: 3GB Printer Control Language Emulations: ESC/Page-Color, ESC/Page, PCL, PostScript 3 Emulation Scalable Font: 16 ESC/Page, 95 PCL5c, 80 PCL6, 80 PS3 Bitmap: 7 ESC/Page, 5 PCL5c, 1 PCL6 Paper Handling: Number of Paper Trays (Standard): 2 (Paper Cassettes 1, MP Tray: 1) Paper Hold Capacity Standard Input Capacity: Up to 405 sheets (155 sheets MP Tray, 250 sheets Standard Cassette) Maximum Input Capacity: Up to 2,055 sheets (155 sheets MP Tray + 250 sheets Standard Cassette + 3x 550 sheets Optional Cassettes) Output Capacity: Up to 250 sheets (face down) Supported Paper Size Paper Cassettes: A5, A4(SEF,LEF), A3, B5, B4, Letter(SEF,LEF), Legal, US B, Custom: 210 x 148 mm to 297 x 431.8 mm MP Tray: A6, A5, A4(SEF, LEF), A3, B5, B4, Half Letter, Executive, 8 x 10.5 in, 8.27 x 13 in, Letter (SEF, LEF), 8.5 x 13 in, Legal, US B, Monarch Envelopes: #10, DL, C6, C5, B5, Custom: 75 x 98 mm to 297 x 431.8 mm Supported Paper Weight: 60 - 216 g/m2 (Optional Cassettes: 60 - 175 g/m2) Maximum Paper Size: 297 x 431.8 mm Paper Type: Plain Paper / Letterhead / Recycled / Colour / Preprinted / Semi-thick / Thick Paper1 / Thick Paper2 / Labels / Coated / Envelope / Special</p>
Interface	USB: USB 3.0



	Network: Ethernet (1000Base-T/100Base-TX/10Base-T) Network Protocol: TCP/IPv4, TCP/IPv6, IPSec, LPD, IPP, PORT9100, WSD Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD Security Functions: Limit Access Function, PIN No. Certification, IP Address Filtering, Panel Admin Mode
Mobile and Cloud Printing	Epson Connect: Epson iPrint, Epson Email Print, Remote Print Driver Other Mobile Solutions: Apple AirPrint, Mopria Print Service
Control Panel	LCD Screen: 2.4" TFT Colour LCD
Printer Software	Operating System Compatibility: Windows XP SP3 or later / Vista / 7 / 8 / 8.1 / 10 Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Mac OS X 10.6.8 or later Citrix: XenApp/XenDesktop 7.6, XenApp 6.5
Electrical Specifications	Rated Voltage: AC 220 - 240 V Rated Frequency: 50 - 60 Hz Power Consumption Operating 439W (Black) / 526W (Colour) Standby 65W Pre Heat 43W Sleep 0.71W Power Off: 0W Typical Electricity Consumption (TEC) Number: 0.48kWh Temperature: Operation mode: 5 ~ 32 °C / Storage: 0 ~ 35 °C Humidity: Operation mode: 15 ~ 85% RH / Storage: 15 ~ 80% RH Noise Level Sound Power: Printing mode: 7.13B / Standby mode: 5.3B Sound Pressure: Printing mode: 53dB / Standby mode: 25dB
Consumables	Standard Capacity Toner Cartridge Black *1: 10,000 pages Standard Capacity Toner Cartridge Cyan *1: 6,600 pages Standard Capacity Toner Cartridge Magenta *1: 6,600 pages Standard Capacity Toner Cartridge Yellow *1: 6,600 pages High-Capacity Toner Cartridge Black *1: 19,500 pages High-Capacity Toner Cartridge Cyan *1: 12,300 pages High-Capacity Toner Cartridge Magenta *1: 12,300 pages High-Capacity Toner Cartridge Yellow *1: 12,300 pages Black Photoconductor Unit *2 *3: 24,000 pages Colour Photoconductor Unit *2 *3: 24,000 pages Waste Toner Collector: 24,000 pages
Specs for Option Paper Cassette	Paper Capacity: Up to 550 sheets (80g/m ²) Paper Weight: 60 - 175 g/m ² Paper Type: A5, A4(SEF,LEF), A3, B5, B4, Letter(SEF,LEF), Legal, US B, Custom: 210 x 148 mm to 297 x 431.8 mm Dimensions & Weight: 500 x 524 x 164 mm, 9.6kg
Specs for Option	Dimension & Weight: 512x518x109 mm,5.1kg



Printer Stand	
Specs for 10/100/1000 Base-T, Ethernet	Network: 1000BASE-T/100BASE-TX/10BASE-T
Warranty	Three (3) Years for parts and services upon acceptance; Must have a technical support Toll-Free number for technical assistance within working hours and should be operational and functional for at least within the warranty period; Must have the manufacturer's warranty certificate.

Prepared by:

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