



REQUEST FOR QUOTATION

Date: November 30, 2023

RFQ No.: 23-11-233

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The Civil Aviation Authority of the Philippines – Puerto Princesa International Airport, through its Area Center IV Bids and Awards Committee (Area Center IV - BAC), intends to procure **Supply and Delivery of Printer and CPU at Puerto Princesa International Airport through Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein addressed to:


ADAMOR J. PAET

Chairperson, Bids and Awards Committee

National Highway, Brgy. San Miguel, Puerto Princesa City, 5300, Palawan

Telephone No.: (048) -433-4965

Email: area4_bac@caap.gov.ph

Please do not leave any blank items. Indicate “0” if item being offered is for free.

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative in **sealed envelope** included herein, **not later than at 3:00 pm.**

DEC 04 2023

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

1. Copy of 2023 Mayor's or Business Permit
2. Copy of 2023 Tax Clearance
3. PhilGEPS Certificate (Platinum Membership)
4. SPA for Sole Proprietorship/ Secretary's Certificate for Corporation & Cooperative)
5. Brochure (if required)
6. Notarized Omnibus Sworn Statement (for ABC's above Php50,000.00)
 (In the prescribed template. Downloadable at: <https://www.gppb.gov.ph/downloadables.php>)
7. Annual Income Tax Return / Business Tax (for ABC's above Php500,000.00)

For any clarification, you may contact us at telephone no. or email address provided.

Jelyn B. Gabuco

Head, Bids and Awards Committee

Secretariat

Rodney Alvin R. Magnave

Assistant, Bids and Awards Committee

Secretariat

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- 3) **All mandatory technical specifications indicated herein must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 4) Quotations may be submitted through electronic mail at **area4_bac@caap.gov.ph**.
- 5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
- 6) The supplier/bidder is encouraged to perform a **Document Request List (DRL)** at PhilGEPS website.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **Thirty (30) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.
7. Award of contract shall be made to the **lowest quotation per item** which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered at **Puerto Princesa International Airport** according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on **the scheduled date and time** of the **CAAP PPIA Inspection and Acceptance Committee**. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement/ Delivery Receipt/Sales Invoice, by the supplier, contractor, or consultant. Check payment thru Landbank of the Philippines.
11. 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. The CAAP-PPIA may terminate 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.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply and Delivery of Printer and CPU at Puerto Princesa International Airport				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		UNIT PRICE (in PhP)	REMARKS
	YES	NO		
1. Printer, 1 Unit				
<i>Specification:</i>				
Printer Type: print, copy, fax with ADF				
Printing Technology: Precision Core, Printhead				
Nozzle Configuration: 400x1 Nozzles Black, 128x1 nozzle per color (C, M, Y)				
Print Direction: BI-directional printing				
Maximum Resolution: 4800 x 1200 dpi				
Maximum in droplet Volume: 3.3pl				
Print Speed:				
Draft Text-Memo, A4 (Black/Colour) up to 38.0 ppm/24.0 ppm				
ISO 24734, A4 (Black/Colour) Simplex: Up to 17.0ipm/ Duplex: Up to 7.0 ipm/5.0ipm				
ISO 24734, A3 (Black/Colour) Simplex: Up to 17.0ipm/2.3 ipm				
First page out time (Black/Colour) A4: Simplex up to 10 sec/16 sec/ Duplex: Up to 17 sec/25 sec				
Copying:				
Copy Speed, ISO 29183, A4 (Black/Colour) Simplex: Up to 11.5 ipm/5.5 ipm				
Maximum Copies from Standalone: 99 Copies				
Reduction/Enlargement: 25-400%				
Maximum Copy Resolution: 600 x 600 dpi				
Maximum Copy Size: Legal				
Scanning:				
Scanner Type: Flatbed colour image scanner				
Scanner Type: CIS				
Optical Resolution: 1200 x 2400 dpi				
Maximum Scan Area: 216 x 356 (mm)				
Scanner Bit Depth				
Colour: 48bit input, 24bit output				
Grayscale: 16-bit input, 8-bit output				
Black and White: 16-bit input, 1-bit output				
Scan Speed (Flatbed/ADF Simplex)				
Monochrome 200dpi: Flatbed 13 sec/ADF: Up to 5.0 ipm				
Colour 200 dpi: Flatbed: 28 sec/ADF: up to 5.0 ipm				
Fax Function				
Type of Fax: Walk-up Black and White and colour Fax Capability				
Receive Memory/Page Memory: 1.1 MB, Page memory up to 100 pages				
Error Correction Mode: ITU-TT.30				
Fax speed (Data Transfer Rate): Up to 33.6 kbps, approximately 3 sec/page				
FAX Resolution: Up to 200 x 200 dpi				
Transmission Paper Size:				
Flatbed: B5, A5, A4, Letter, Legal				
ADF, A4, Letter, Legal				
Receiving Paper Size: B5, B3, A5, A4, Letter, Legal, A3				
Speed dial/Group dial up to 100 numbers, 99 groups				

Fax Features; PC Fax (Transmission/Receive), Automatic Redial, Address Book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception, Fax Review			
Paper Handling			
Paper Feed Method: Friction Feed			
Number of Paper Trays: 2 (Front 1, Rear 1)			
Paper Hold Capacity:			
Input Capacity: Cassette: 250 Sheets for A4 paper, 20 Sheets for premium Glossy Photo Paper			
Rear slot: 20 sheets for A3+ Plain Paper			
Output Capacity: 30 sheets for A4 Plain Paper, 20 sheets for premium Glossy Photo Paper			
Paper Size:			
A3, A3+, Super B, US B (11 x 17") Legal, Indian Legal, Letter, A4 16K (195 x 270mm) 8k (270 x 390mm) Executive, B4, B5, A5, B6, A6, Hagaki (100 x 148mm), Maximum-oficio, 8.5 x 13", Officio9, Half-letter 5 x 7", 4 x 6", 8 x 10", 11 x 14", 16:9 wide, enveloped: #10, DI, C6, C4			
Maximum paper size: 329 x 1200mm			
Interface			
USB: USB 2.0			
Network: Ethernet, Wifi IEEE 802.11b/g/n, Wifi direct			
Network protocol: TCP/IPv4, TCP/IPv6			
Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSP, LLTP			
Control Panel: LCD Screen			
Electrical specifications: Rated Voltage: AC 220-240V			
Rated Frequency: 50-60Hz			
Power Consumption: Operating, 12.0W, Standby, 5.4W, Sleep, 1.0W, Power Off, 0.3W			
Inclusions:			
5 sets of Ink (B, C, M, Y) with maintenance bottle, Order code 001			
2. Central Processing Unit, 1 Unit			
Specifications:			
RAM: 16GB or Higher, DDR4 or better, 2666MHz or higher			
Casing with Power Supply Unit and Fan (Compatible to Motherboard 10 th gen)			
Specification:			
600watts or higher			
Processor (10 th gen)			
Specification:			
16M cache, 8 cores / Threads			
Processor Base Frequency: 2.5 GHz or higher			
Max Clock Speed: up to 4.9 GHz or higher			
Motherboard Compatibility: 400 and 500 series (2)			
Storage: SSD 240GB			
Graphics Processing Unit (3050)			
Specification:			
CUDA: Cores 2560 / 2304			
Boost Clock (GHz): 1.78 / 1.76			
Base Clock (GHz): 1.55 / 1.51			
Standard Memory Config: 8 GB GDDR6			
Memory Interface Width: 128-bit			
Wi-Fi Dongle, USB Connector			
Warranty Period:			
Delivery Period: 30 calendar days			

Supply and Delivery of Printer and CPU at Puerto Princesa International Airport

Approved Budget for the Contract	Total Offered Quotation
<p align="center"><u>One Hundred Thousand Pesos and 00/100 Only (Php100,000.00)</u></p>	<p>In Words:</p> <p>-----</p> <p>-----</p> <p>-----</p>
	<p>In Figures:</p> <p>-----</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es