



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



05 March 2024

Date

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your lowest net prices, taxes, including Government discount terms, and period of delivery of the following items listed hereunder for the account of the official use of the **Civil Aviation Authority of the Philippines (CAAP), Area Center V**, in connection with the implementation of the **Supply And Delivery Of Photocopying Machine At CAAP Area V (BIA, Naga, Masbate And Virac Airports)**. It is requested that price quotations be submitted in an envelope, duly sealed, to be opened by our **Canvass and Contract Committee (CCC) not later than 2:00 p.m. on 15 March 2024** at the CAAP's physical address at the **BAC/CCC Office, Ground Floor, Admin Bldg, Bicol International Airport (BIA), Daraga, Albay**.

ITEM NO.	UNIT	QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1	Units	4	<p>Digital Copier Auto Reverse Document Feeder (ARDF)</p> <ul style="list-style-type: none"> - Copier, Printer, Scanner (Black & white and color scanning) - With initial supplies and cabinet <p><u>Specifications:</u></p> <ul style="list-style-type: none"> - 20 pages per minute - Standard Copier Printer & Scanner - Standard paper tray & 1 Bypass tray - 8.8 seconds first copy speed - 31 sec. Warm-up time - With enlarger and reducer - Electronic Sorting - Up to 99 sets of Multiple Copying 		

ITEM NO.	UNIT	QTY.	DESCRIPTION	UNIT PRICE	TOTAL
<i>Continuation of Specifications</i>					
			<ul style="list-style-type: none"> - Handles paper sizes from A6 right up to A3 - 50% to 200% zoom range in 1% step - 256MB copier memory with electronic sorting - Standard Duplex (back-to-back printing) - 600dpi copier resolution with digital enhance feature - Color scanning A4 size, 6 images per minute - Standard USB Interface - Operating System Windows 98/ /2000/XP/server 2003/2008 Vista/win7: UNIX environments: OPEN SUSE (KDE & Gnome) - Scanning: B&W 15 images per minute, color 6 images per minute - One (1) year warranty coverage - Includes delivery cost to respective airports <p><u>Distribution:</u> <i>Bicol International Airport: 1 unit</i> <i>Naga Airport: 1 unit</i> <i>Masbate Airport: 1 unit</i> <i>Virac Airport: 1 unit</i></p>		
<i>Amount Of Quotation for: One (1) Unit for Bicol International Airport</i>					
<i>Amount Of Quotation for One (1) Unit for Naga Airport</i>					
<i>Amount Of Quotation for One (1) Unit for Masbate Airport</i>					
<i>Amount Of Quotation for One (1) Unit for Virac Airport</i>					
TOTAL AMOUNT OF QUOTATION					
nothing follows					

The Approved Budget for the Contract (ABC) for One (1) Unit photocopying machine with cabinet, inclusive of delivery cost, to Bicol International Airport is NINETY ONE THOUSAND PESOS (Php91,000.00). Total Amount of Quotation in excess of the ABC for the aforesaid items shall be automatically disqualified.

The Approved Budget for the Contract (ABC) for One (1) Unit photocopying machine with cabinet, inclusive of delivery cost, to Naga Airport is NINETY-ONE THOUSAND PESOS (Php91,000.00). Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.

The Approved Budget for the Contract (ABC) for One (1) Unit photocopying machine with cabinet, inclusive of delivery cost, to Masbate Airport is NINETY-ONE THOUSAND PESOS (Php91,000.00). Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.

The Approved Budget for the Contract (ABC) for One (1) Unit photocopying machine with cabinet, inclusive of delivery cost, to Virac Airport is NINETY-ONE THOUSAND PESOS (Php91,000.00). Amount of Quotation in excess of the ABC for the aforesaid item shall be automatically disqualified.

The Approved Budget for the Contract (ABC) for the four (4) items is **THREE HUNDRED SIXTY FOUR THOUSAND PESOS (Php364,000.00)**. No. of Days to Complete: **TWENTY-FIVE (25) CALENDAR DAYS including delivery period to Bicol International Airport, Naga, Masbate, and Virac Airports.**

Partial bids are not allowed. The items are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding and contract award, therefore, ONLY A SINGLE CONTRACT SHALL BE AWARDED.

However, the quotations shall be evaluated PER AIRPORT. Any quotation that exceeds the ABC of the ITEM/S INTENDED FOR A PARTICULAR AIRPORT shall be automatically disqualified. Accordingly, any TOTAL AMOUNT OF QUOTATION that exceeds the TOTAL ABC for the four (4) items shall be automatically disqualified.

Quotations not accompanied by Current Mayor's/Business Permit, Phil-GEPS Registration Number, and brochure/picture indicating brand name and specifications of the photocopying machine shall be automatically disqualified.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded. Quotations will be opened in the presence of the Bidders' representatives who choose to attend at the address below.

Quotations must be delivered to the Civil Aviation Authority of the Philippines, Area Center V at its physical address at the BAC/CCC Office, Ground Floor Admin Bldg., Bicol International Airport, Daraga, Albay not later than 2:00 p.m. on 15 March 2024.

Online submission is not allowed and late quotations shall not be accepted. All quotations together with the required documents should be placed in a sealed envelope marked **Supply And Delivery Of Photocopying Machine At CAAP Area V (BIA, Naga, Masbate And Virac Airports)**.

TERMS OF REFERENCE

Name of Project	Supply And Delivery Of Photocopying Machine At CAAP Area V (BIA, Naga, Masbate And Virac Airports)
Approved Budget	Php 364,000.00
Delivery Period	Twenty-Five (25) calendar days including delivery period to Naga, Masbate and Virac Airports
Delivery Location/s	Supply Office, Bicol International Airport, Daraga, Albay Naga Airport, Pili, Camarines Sur Masbate Airport, Masbate City Virac Airport, Virac, Catanduanes
Delivery Conditions	<ol style="list-style-type: none"> 1. Acceptance of delivery shall be made from 8:00 A.M to 5:00 P.M only during regular working days. 2. The CAAP-BIA Inspection Committee shall have right to inspect and/or test the goods delivered to confirm their conformity to the technical specifications. 3. All goods supplied shall be first delivered to the supply office at Bicol International Airport, Alobo, Daraga, Albay, for inspection purposes before distribution to the respective airports. 4. Includes delivery cost to respective airports. (BIA, Naga, Masbate and Virac Airports) 5. In case of failure to make the full delivery within the prescribed delivery period, a penalty of one-tenth (1/10) of one (1) percent shall be imposed per day of delay.
Terms of Payment	Payment upon full delivery and subject to usual government accounting rules and regulations

Very truly yours,


EPIFANIO O. PRINIA, JR.
 Chairperson, Contract and Canvass Committee

EPIFANIO O. PRINIA, JR.
Chairperson, Canvass and Contract Committee
Civil Aviation Authority of the Philippines
Bicol International Airport
Daraga, Albay

Sir:

In connection with the above Request for Quotation, I/We propose to furnish deliver in conformity with specification of the articles in which I/We quoted, and insofar as controlled items are concerned, the price quotation I/We have made in accordance with those approved by the Price Control Council.

Signature Over Printed Name of Dealer/Supplier

TO WHOM IT MAY CONCERN:

This is to certify that I have personally served this Request for Quotation for the **Supply And Delivery Of Photocopying Machine At CAAP Area V (BIA, Naga, Masbate And Virac Airports)** project to the above-named dealer/supplier in accordance with the existing regulations.


LINDA MARIE D. OGENA
Canvasser

Admin. Bldg., CAAP, Bicol International Airport, Daraga, Albay, Philippines, 4501

BAC/CCC Office Tel Nos.: 0906-410-2901

Tel. Hotline Nos.: 0945-341-6603/ 0929-461-2407/(052)742-3321

Email Address: bia_airport@caap.gov.ph / area_center5@caap.gov.ph