



2024-20

Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Plaridel Airport, Plaridel, Bulacan

May 28, 2024

REQUEST FOR PRICE QUOTATION

The Civil Aviation Authority of the Philippines (CAAP) Plaridel hereby invites interested bidders for the PURCHASE OF COMPUTER SUPPLIES (2ND QUARTER 2024) FOR PLARIDEL, CLARK CABANATUAN AND IBA AIRPORT.

A. Approved budget for the project – Php 88,729.00

Please secure Canvass form from www.philgeps.gov.ph or at the Office of the Civil Aviation Area Manager Plaridel Airport during office hours Monday to Friday starting May 29, 2024.

The sealed quotation shall be submitted at Plaridel Airport, Plaridel Bulacan on or before June 5, 2024 at 10:00am to the Bids and Awards Committee c/o the Office of the Civil Aviation Area Manager and will be opened on the same date at 2:00pm. Indicate in the sealed envelope the name of the Project you are participating.

The CAAP – Plaridel Airport reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the affected Bidder/s.

You may call Plaridel Airport BAC Secretariat Members at (044) 794-7071 for details.

Very truly yours,


ROLDAN P. ABEJUELA
BAC Chairman

	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
Performance Security	a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	
	b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (a)	Goods and Consulting Services – Five percent (5%) Infrastructure Projects - Ten percent (10%)
	c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
	Non-submission of Performance Security shall warrant disqualification of bids as mandated by Section 40 of Updated 2016 Revised IRR of RA 9184.	

For any clarification, you may contact us at telephone no. **(044) 794-7071** or email address at bac_area3@caap.gov.ph.


ROLDAN P. ABEJUELA
 BAC Chairman

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 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 will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) 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 bac_area3@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.

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, CAAP Area Center III 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 which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAP Area Center III. The delivery of the item/s shall be acknowledged upon the delivery to confirm 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, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods/ services/equipment not complied/delivered within the prescribed delivery period shall be imposed per day of delay. The CAAP Area Center III 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.
12. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.
13. For first time bidder, you are required to submit a portfolio of manpower and equipment of your company.
14. Upon Post Qualification, the Winning Bidder, must also submit Tax receipts from Bureau of Customs as proof of payment of all taxes and duties due on the equipment, if the said equipment was bought outside the Philippines.



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

Purchase of Computer Supplies for 2nd Quarter				
<i>Complete Descriptions of Articles</i>	<i>Unit</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Total Amount</i>
Ink for Printer, Black, Code 003 70ml, For Epson printer	bottle	27		
Ink for Printer, Magenta, Code 003 70ml, For Epson printer	bottle	9		
Ink for Printer, Cyan, Code 003 70ml, For Epson printer	bottle	9		
Ink for Printer, Yellow, Code 003 70ml, For Epson printer	bottle	9		
Ink for Printer, Black, Code 664 70ml, For Epson printer	bottle	9		
Ink for Printer, Magenta, Code 664 70ml, For Epson printer	bottle	2		
Ink for Printer, Cyan, Code 664 70ml, For Epson printer	bottle	2		
Ink for Printer, Yellow, Code 664 70ml, For Epson printer	bottle	2		
Ink Cartridge for Printer, Black, Code LC462XLBK For Brother printer: MFC-J2340DW A4 x 3000	pack	10		
Ink Cartridge for Printer, Yellow, Code LC462XLY For Brother printer: MFC-J2340DW A4 x 1500	pack	5		
Ink Cartridge for Printer, Cyan, Code LC462XLC For Brother printer: MFC-J2340DW A4 x 1500	pack	5		
Ink Cartridge for Printer, Magenta, Code LC462XLM For Brother printer: MFC-J2340DW A4 x 1500	pack	5		
Mouse for computer, Wired 4-Way Wheel Durable Button Wheel Plug and Play 8-in-one Optical USB Mouse Ergonomic Design: Symmetric Sensor : Optical Resolution: 1200 DPI Buttons No.: 3 Port: USB Cable Length: 150 cm	pc	2		
Mouse for computer, Wireless Silent Clicker; Energy-saving Wireless Mouse Connection: 2.4G Hz Ergonomic Design: Symmetric Sensor: Optical Resolution: 1200 DPI Report Rate: 125Hz Buttons No.: 3 Receiver: Nano USB Receiver Power Source: 1AA Alkaline Battery Dimension: 107 × 60 × 38 mm	pc	4		
USB Flash Drive, (32GB)	pc	6		
Web Cam Resolution: Full HD 1080P, 1920*1080 Pixels Lens Type: Full HD AF Glass Lens Viewing Angle: 75 Wide Degrees Focus Type: Auto Focus Focus Range: 10cm and Beyond Output Format: MJPEG Frame Rate: 30fps USB: USB 2.0 Compatible with: Windows 7 / 8 / 8.1 / 10 or Later Works in USB Video Device Class (UVC) Mode	unit	2		
WIFI Router	pc	2		

xxx Nothing Follows xxx



FINANCIAL OFFER:

Terms of Payment:

Payment shall be made upon completion of all required documents, inspection and acceptance of the end user if needed. Please provide the following bank details.

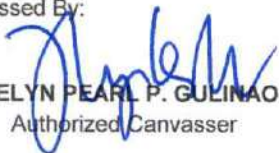
Payment Details:

Name of Payee: _____
TIN: _____

Please quote your total best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Purchase of Computer Supplies for 2nd Quarter	
Approved Budget for the Contract: Eighty Eight Thousand Seven Hundred Twenty Nine Pesos Only (PhP88,729.00)	
TOTAL OFFERED QUOTATION	
In Words:	
In Figures:	_____

Canvassed By:


EDELYN PEARL P. GULINAO
Authorized Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

