



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 "Calibration of Test Instruments" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-059-07**
Name of Project : **Calibration of Test Instruments**
Approved Budget for Contract : **P769,440.00**
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) calendars** from the receipt of Notice for Compliance
Partial calibration is not allowed
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **ANS Technical Center**

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.

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 ~~JUL 17 2024~~ 10:00 AM, CAAP Procurement Division and addressed to:

ATTY. JOHN BEAU B. MASIGLAT
Chairperson, Canvass and Contract Committee
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 damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Pasay City, July 08, 2024


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:

Calibration of Test Instruments					
Item Description/ Specification	Qty	Unit	Type of Calibration	Unit Price	Total Price
Aeroflex Communications Service Monitor, IFR 2945A	1	pc			
Aeroflex Communications Service Monitor, IFR 2945B	2	pcs			
Aeroflex Directional Power Head, IFR 54421-003	1	pc			
Agilent RF Signal Generator 250KHz - 2GHz, HP E4431B	1	pc			
Agilent Spectrum Analyzer 100KHz - 26.5GHz, E4407B	1	pc			
Agilent Spectrum Analyzer 9KHz - 1.5GHz, HP E4411B	1	pc			
Agilent Spectrum Analyzer, N9322C	1	pc			
Bird Thruline Wattmeter, 4314B	1	pc			
Bird Thruline Wattmeter, 43	5	pcs			
Fluke AC/DC Current Clamp, i410	1	pc			
Fluke Clamp Meter, 333	1	pc			
Fluke Digital Multimeter, 17B+	2	pcs			
Fluke Graphical Multimeter, 867B	2	pcs			

Fluke True RMS Multimeter, 175	3	pcs			
Fluke True RMS Multimeter, 85 III	2	pcs			
Fujisoku Through Line Power Meter, TLP-801A-04	1	pc			
Fujisoku Through Line Power Meter, TLP-801A-22	1	pc			
Fujisoku Through Line Power Meter, TLP-53W-52	1	pc			
Hioki Battery HiTester, 3555	1	pc			
Hozan Analog Multimeter, DT-105	2	pcs			
Hozan Digital Multimeter, DT-110	2	pcs			
Iwatsu 100MHz Oscilloscope, SS-7810	1	pc			
Iwatsu 40MHz Oscilloscope, SS-7804	1	pc			
Normarc NAV Analyzer, 7710	2	pcs			
Philips Oscillator, PM5160/A4	1	pc			
Sanwa Digital Multimeter, CD 771	1	pc			
Tektronix 300 MHz Oscilloscope, 2465	1	pc			
Yokogawa Earth Tester, 3235	2	pcs			
Yokogawa Insulation Resistance Tester, MY40-01	1	pc			
Total (Inclusive of VAT)					

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Additional Requirement/s:

1. All test instruments must be calibrated either accredited or standard/traceable calibration.

2. Specify the type of calibration that has to be done for each test instrument in the price quotation that needs to be submitted.
3. A certificate of calibration will be provided indicating the applicable industry standard and traceability of the standards used to perform the calibration, the environmental conditions at the time of calibration, and as-received information specifying in or out of specification.
4. Pre-data and Post-data measurement reports stating measured equipment performance as received (before adjustment) and if an adjustment is made (if available), as-shipped data reports stating measured equipment performance after completion and said adjustments made to bring the equipment back within specifications.
5. A calibration label indicating the calibration date and calibration due date will be affixed to each calibrated piece of test instrument.
6. If the test instrument is found faulty and calibration is discontinued, a minimum fee of 40% of the quotation value will be imposed as an evaluation fee.

Very truly yours,

Name and Signature of Representative

Position

Name of Company

Contact No.

Email Address



TERMS OF REFERENCE

Name of Project	:	Calibration of Test Instruments
Approved Budget	:	Php 769,440.00
Calibration Turnaround Time	:	Thirty (30) calendar days from the receipt of the Notice for Compliance <i>Note: Partial calibration is not allowed.</i>
Pick-up and Delivery Location	:	ANS Technical Center <i>Note: Pick-up and delivery must be made only from 8:00AM-5:00PM 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 of calibrated test instruments.</i> <i>A confirmation of the availability of the concerned office must be received by the calibration service provider before proceeding with the delivery. None 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.

Test Instruments for Calibration

No.	Item Description/ Specifications	Quantity	Units
1	Aeroflex Communications Service Monitor, IFR 2945A	1	pc
2	Aeroflex Communications Service Monitor, IFR 2945B	2	pcs
3	Aeroflex Directional Power Head, IFR 54421-003	1	pc
4	Agilent RF Signal Generator 250KHz – 2GHz, HP E4431B	1	pc
5	Agilent Spectrum Analyzer 100KHz – 26.5GHz, E4407B	1	pc
6	Agilent Spectrum Analyzer 9KHz – 1.5GHz, HP E4411B	1	pc
7	Agilent Spectrum Analyzer, N9322C	1	pc
8	Bird Thruline Wattmeter, 4314B	1	pc
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10	Fluke AC/DC Current Clamp, i410	1	pc

11	Fluke Clamp Meter, 333	1	pc
12	Fluke Digital Multimeter, 17B+	2	pcs
13	Fluke Graphical Multimeter, 867B	2	pcs
14	Fluke True RMS Multimeter, 175	3	pcs
15	Fluke True RMS Multimeter, 85 III	2	pcs
16	Fujisoku Through Line Power Meter, TLP-801A-04	1	pc
17	Fujisoku Through Line Power Meter, TLP-801A-22	1	pc
18	Fujisoku Through Line Power Meter, TLP-53W-52	1	pc
19	Hioki Battery HiTester, 3555	1	pc
20	Hozan Analog Multimeter, DT-105	2	pcs
21	Hozan Digital Multimeter, DT-110	2	pcs
22	Iwatsu 100MHz Oscilloscope, SS-7810	1	pc
23	Iwatsu 40MHz Oscilloscope, SS-7804	1	pc
24	Normarc NAV Analyzer, 7710	2	pcs
25	Philips Oscillator, PM5160/A4	1	pc
26	Sanwa Digital Multimeter, CD 771	1	pc
27	Tektronix 300 MHz Oscilloscope, 2465	1	pc
28	Yokogawa Earth Tester, 3235	2	pcs
29	Yokogawa Insulation Resistance Tester, MY40-01	1	pc

Additional Requirements:

- a. All test instruments must be calibrated either accredited or standard/traceable calibration.
- b. Specify the type of calibration that has to be done for each test instrument in the price quotation that needs to be submitted.
- c. A certificate of calibration will be provided indicating the applicable industry standard and traceability of the standards used to perform the calibration, the environmental conditions at the time of calibration, and as-received information specifying in or out of specification.
- d. Pre-data and Post-data measurement reports stating measured equipment performance as received (before adjustment) and if an adjustment is made (if available), as-shipped data reports stating measured equipment performance after completion and said adjustments made to bring the equipment back within specifications.

- d. A calibration label indicating the calibration date and calibration due date will be affixed to each calibrated piece of test instrument.
- e. If the test instrument is found faulty and calibration is discontinued, a minimum fee of 40% of the quotation value will be imposed as an evaluation fee.

<p>Prepared by:</p>  <p>NOEL S. GUMAYAGAY Division Chief III, ANFMD</p>	<p>Approved by:</p>  <p>FLORIAN S. ATIENZA Acting Department Manager III, ANOD</p>
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