



REQUEST FOR QUOTATION

Date: September 3, 2024

RFQ No.: 24-09-144

*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/s at PPIA** 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** SEP 09 2024 **at 3:00 pm.**

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 2024 Mayor's or Business Permit
2. Copy of 2024 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. Magnaye
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 Princessa 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/s at PPIA				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		UNIT PRICE (in PhP)	REMARKS
	YES	NO		
1. Printers (3 in 1 Multifunction), 6 units				
<i>Specifications:</i>				
Printer Type: Print, Scan, Copy, and fax with an Automatic Document Feeder (ADF)				
Printing Technology: On-demand inkjet (Piezoelectric) with Epson Micro Piezo™ print head				
Connectivity: USB, Ethernet, Wi-Fi, and Wi-Fi Direct				
LCD Screen: 1.44-inch color display for easy navigation				
Print Resolution: Up to 5760 x 1440 dpi				
Up to 10 pages per minute (ppm) in monochrome and 5 ppm in color (ISO/IEC 24734)				
Draft mode speeds of up to 33 ppm for black and 15 ppm for color				
Photo printing at approximately 69 seconds per 10 x 15cm Photo				
Scanner Type: Flatbed color image scanner with Contact Image Sensor (CIS)				
Optical Resolution: 1200 x 2400 dpi				
12 seconds per page in black and 29 seconds per page in color at 200 dpi (flatbed)				
4.5 images per minute (ipm) via ADF for both black and color				
Copy Speed: up to 7.7 ipm for black and 3.8 ipm for color				
Type: Walk-up black-and-white and color fax capability				
Fax Speed: up to 33.6kbps, approximately 3 seconds per page				
Memory: Up to 100 pages with a transmission paper size up to Legal				
Input Capacity: up to 100 sheets of plain paper or 20 sheets of premium glossy photo paper				
ADF Capacity: 30 pages				
Supported Paper Sizes: Ranges from A4, A5, A6, B5, to legal and various envelope sizes				
Duplex Printing: Manual				
Page Yield: up to 8,100 pages in black and 6,500 pages in color with the included ink				
Mobile Printing: Supports Epson iPrint, Email Print, Remote Print Driver, Apple AirPrint, Google Cloud Print, and Mopria				
Energy Use: 12W during operation, 0.7W in sleep mode				
2. Multi-Function Color Printer (High-speed printing with ADF, Wi-Fi and Wi-Fi Connectivity, Heat-Free Technology uses Pigment Ink for vinyl printing), 2 units				
<i>Specifications:</i>				
Functions: Print, Scan, Copy, and Fax with Automatic Document Feeder (ADF)				
Printing Technology: PrecisionCore Heat-Free Technology				
Print Resolution: Up to 4800 x 1200 dpi				
Draft (A4): Up to 37 ppm (black) / 23 ppm (color)				
ISO 24734 (A4): Up to 17 ipm (black) / 9.5 ipm (color)				
Automatic Duplex Printing: Yes (A4 Size)				

Copy Resolution: Up to 600 x 600 dpi				
Max Copies: 99 copies				
Scanner Type: Flatbed color image scanner				
Optical Resolution: 1200 x 2400 dpi				
Flatbed: 12 sec (black) / 27 sec (color) at 200 dpi				
ADF: 6 ipm (black) / 5 ipm (color) at 200 dpi				
Fax Speed: Up to 33.6 kbps				
Memory: Up to 180 pages				
Fax Functions: PC Fax, Auto Redial, Address Book, Broadcast Fax, Fax Preview				
Paper Capacity: 250 sheets (input), 30 sheets (output)				
ADF Capacity: 35 sheet, ADF Copying Size up to Legal				
Paper Formats: A4, Letter, Legal, Envelopes, and various photo paper sizes				
Duplex: Yes				
3. Dot-Matrix Printer 24-pin (for billing statements and Official Receipt Printing), 3 units				
<i>Specifications:</i>				
Printing Speed: Up to 416 characters per second (cps) at 12 characters per inch (cpi), and 347 cps at 10 cpi in high-speed Draft mode				
Memory: 128 KB input data buffer				
Print Method: impact dot matrix				
Print Direction: Bi-directional with logic seeking				
Print Head: 24 pins				
Reliability: Mean time between failures (MTBF) of 10,000 power-on hours (POH), with a printhead life of approximately 400 million strokes per wire				
Paper Handling: Supports various paper types including single sheets, continuous paper, and multi-part forms (up to 4 copies including the original)				
Connectivity: USB, Serial, and Parallel Ports				
Character Sets and Fonts: multiple character sets and bitmap/scalable fonts, including Epson Draft, Roman, San Serif, and others. Barcode printing support for EAN-13, EAN-8, UPC-A, UPC-E, Code 39, Code 128, and Postnet				
Warranty Period:				
Delivery Period: 30 calendar days				

Supply and Delivery of Printer/s at PPIA	
Approved Budget for the Contract	Total Offered Quotation
<u>One Hundred Ninety-Five Thousand Pesos and 00/100 Only</u> <u>(Php195,000.00)</u>	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es