



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**RFQ NO. 24-09-021**

**BIDS AND AWARDS COMMITTEE**  
**NOTICE OF DIRECT CONTRACTING and REQUEST FOR QUOTATION**  
**September 9, 2024**

1. The Civil Aviation Authority of the Philippines (CAAP) through its Bids and Awards Committee intends to apply the sum of **Two Hundred Seventy-Eight Thousand Two Hundred Pesos (Php278,200.00)** inclusive of all applicable government taxes, fees, and charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the project, **PURCHASE OF ADMS VARIOUS PHOTOCOPYING MACHINE TONERS.**
2. The **BAC** requests **Mr. Kathleen Nicole D. Estera**, Customer Service Officer- Supplies Dept. of **Philcopy Corporation.** to submit a PRICE PROPOSAL inclusive of VAT. A proposal received more than the ABC shall be automatically rejected at proposal opening.
3. The submission shall include the following documents:

**A. Eligibility Requirements:**

1. Valid Mayor's or Business Permit;
2. Valid PhilGEPS Certificate of Registration;
3. Valid Certificate of Sole Distributorship; and
4. Income/Business Tax Return (for above ABC P500,000.00)

**B. Technical Requirements:**

1. Technical Specifications with Compliance Statement

**C. Financial Requirements:**

1. Original of duly signed and accomplished Financial Bid Form (Form No. 1)
2. **Philcopy Corporation.** shall submit its quotation/proposal manually to the **Bids and Awards Committee** on or before **9:00 a.m** on the **18 September 2024** at the **3rd Floor Supply, Procurement Building, Civil Aviation Authority of the Philippines MIA Road corner Ninoy Aquino Avenue 1300 Pasay City, Metro Manila.**

**Late submissions shall not be accepted.**



3. Quotation opening shall be held physically at the **CAAP Conference Room, 4/F Admin Building, Civil Aviation Authority of the Philippines, MIA Road, Pasay City**, and virtually via **Google Meet Video Conferencing**. The quotation will be opened in the presence of the bidder's representative/s who opts to attend the activity. The bidder is requested to advise the committee, through the Secretariat of the name of its representative together with an attached written authorization manually or via electronic mail.

The CAAP reserves the right to accept or reject the offer, to annul this request for quotation or the procurement process, waive any informalities or minor defects, accept the most advantageous offer to the CAAP, or not award the contract without thereby incurring any liability to the offer.

This **Alternative Method of Procurement through Direct Contracting** for the project stated above shall be governed by Section 50 of the Revised Implementing Rules and Regulations of Republic Act 9184.

Should you have further inquiries/clarifications, you may contact the BAC Secretariat at (02) 8246-4988 loc 2236 or email at [bac@caap.gov.ph](mailto:bac@caap.gov.ph)

We look forward to your participation in this procurement activity.



**ATTY. DANJUN G. LUCAS**  
Chairperson  
Bids & Awards Committee – Bravo



{ATTACH COMPANY LETTERHEAD/LOGO}

## Bid Form

Date: \_\_\_\_\_

### Invitation to Bid

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period of **120 calendar days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>1</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

<sup>1</sup> Applicable only if the Funding Source is the ADB, JICA or WB.



Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_







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**TECHNICAL SPECIFICATION WITH COMPLIANCE STATEMENT**

Below are the items for the project with the statement of Compliance

Name of Item	Compliance Statement

*Bidders must state here either "Comply" or "Not Comply" against the entirety of the herein Specifications. A statement that is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

SUBMITTED BY:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_



## PURCHASE REQUEST

Entity Name: Civil Aviation Authority of the Philippines

Fund Cluster : \_\_\_\_\_

Office/Section: ADMS		PR No.: <u>2024-317</u>		Date: <u>06 MAY 2024</u>	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Purchase of Various Computer (A4/A3) Inks			
		Toner Cartridge [Regular Photocopier] - TK 7209 - Black	2		
		Toner Cartridge [Colored Photocopier] - TK 8529 - Black	2		
		Toner Cartridge [Colored Photocopier] - TK 8529 - Cyan	2		
		Toner Cartridge [Colored Photocopier] - TK 8529 - Magenta	2		
		Toner Cartridge [Colored Photocopier] - TK 8529 - Yellow	2		
		Toner Cartridge [Colored Photocopier] - TK 5275 - Black	2		
		Toner Cartridge [Colored Photocopier] - TK 5275 - Cyan	2		
		Toner Cartridge [Colored Photocopier] - TK 5275 - Magenta	2		
		Toner Cartridge [Colored Photocopier] - TK 5275 - Yellow	2		
		*****			
		Approved by:			