



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

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 "Supply and delivery of Printers for ATS Facilities and Offices use" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-114-10**
Name of Project : **Supply and delivery of Printers for ATS Facilities and Offices use**
Approved Budget for Contract : **P250,000.00**
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) Calendar Days** from the receipt of Notice for Compliance
Note: Partial delivery is allowed
Delivery Time : 8:00 AM – 4:00 PM Monday to Friday (Regular work days)
Delivery Location : **CAAP, Head Office Warehouse (Supply Division)**

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
7. Brochure

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 OCT 18 2024 at 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 damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Pasay City, October 02, 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:

Supply and Delivery of Printers for ATS Facilities and Offices use				
Technical Specifications	Quantity	Unit	Unit Price	Total Price
Item (1) Coloured Laser Printer	2	units		
Printer Type: Print, Scan, Copy, Fax with ADF; refillable ink <i>(See attached Terms of Reference for detailed specifications)</i>				
Item (2) Coloured Multi-Functional Printer upto A3 capable	3	units		
Printer Type: Print, Scan, Copy, Fax with ADF upto A3 capable; refillable ink <i>(See attached Terms of Reference for detailed specifications)</i>				
Warranty 1 Year upon acceptance				
TOTAL (inclusive of VAT)				

(Amount in Words)

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

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address





TERMS OF REFERENCE

Name of Project	: Supply and Delivery of Printers for ATS Facilities and Offices use
Approved Budget	: Php250,000.00
Delivery Period	: <u>Thirty (30) calendar days</u> from the receipt of Notice for Compliance <i>Note: Partial delivery is not allowed.</i>
Sample or Brochure	: Required
Delivery Location	: CAAP Head Office Warehouse <i>Note: Delivery must be made only from 8:00AM-4:00PM 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.</i> <i>A confirmation of availability of concerned office must be received by the supplier 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.

Technical Specifications:

Item (1)	Coloured Laser Printer
Quantity	Two (2) units
Printer Type	Print, Scan, Copy, Fax with ADF
Print	Printing Method: Colour Laser Beam Printing

Print Speed:

A4: 21 / 21 ppm (Mono / Colour)

Letter: 22 / 22 ppm (Mono / Colour)

2-Sided: 12 / 12 ppm (Mono / Colour)

Print Resolution:

600 x 600 dpi

Print Quality with Image Refinement Technology:

1,200 × 1,200 dpi (eq.)

Warm up Time (From Power On):

13 sec or less

First Print Out Time (FPOT)

A4: Approx. 10.4 / 10.5 sec (Mono / Colour)

Letter: Approx. 10.3 / 10.3 sec (Mono / Colour)

Recovery Time (From Sleep Mode):

6.1 sec or less

Print Language:

UFR II, PCL 6, Adobe® PostScript® 3™

Auto Duplex Print:

Standard

Available Paper Size for Auto Duplex Print:

A4, B5, Letter, Legal, Executive, Foolscap, Indian Legal

Print Margins:

5mm - top, bottom, left and right (Envelope: 10mm)

Print Features:

Poster, Booklet, Watermark, Page Composer, Toner Saver

Supported File Format for USB Direct Print

Supported File Format: JPEG, TIFF, PDF

Copy

Copy Speed A4:

A4: 21 / 21 ppm (Mono / Colour)

Letter: 22 / 22 ppm (Mono / Colour)

Copy Resolution:

600 x 600dpi

	<p>First Copy Out Time (FCOT): A4: Approx. 11.4 / 13.4 sec (Mono / Colour) Letter: Approx. 11.2 / 13.1 sec (Mono / Colour)</p> <p>Maximum Number of Copies: Up to 999 copies</p> <p>Reduce/Enlargement: 25 - 400% in 1% increments</p> <p>Copy Features: Frame Erase, Collate, 2 on 1, 4 on 1, ID Card Copy, Passport Copy</p>
<p>Scan</p>	<p>Scan Resolution: Optical Platen glass: up to 600 x 600dpi Feeder: up to 300 x 300dpi Driver Enhanced: Up to 9,600 x 9,600 dpi</p> <p>Scan Type: Colour Contact Image Sensor</p> <p>Maximum Scan Size: Platen Glass: Up to 216.0 x 297mm Feeder: Up to 216.0 x 355.6mm</p> <p>Scan Speed 1-Sided: 26.1 ipm (mono), 13.3 ipm (colour) 2-Sided: 51.2 ipm (mono), 26.1 ipm (colour)</p> <p>Colour Depth: 24-bit</p> <p>Pull Scan: Yes, USB and Network</p> <p>Push Scan (Scan To PC) with MF Scan Utility: Yes, USB and Network</p> <p>Scan To USB (via USB Host 2.0): Yes</p> <p>Scan To Cloud: MF Scan Utility</p>

	<p>Scan Driver Compatibility: TWAIN, WIA</p> <p>SEND Method: SMB, Email, FTP, iFAX Simple</p> <p>Colour Mode: Full Color, Grayscale, Monochrome</p> <p>Scan Resolution: 300 x 600pi</p> <p>File Format: JPEG, TIFF, PDF, Compact PDF, PDF (OCR)</p>
Fax	<p>Modem Speed: Up to 33.6 Kbps</p> <p>Fax Resolution: Up to 408 x 392 dpi</p> <p>Compression Method: MH, MR, MMR, JBIG</p> <p>Memory Capacity: Up to 512 pages</p> <p>Favourite Dials (in address book): 19 dials</p> <p>Speed Dial (Coded dials): Up to 281 dials</p> <p>Group dials / Destinations: Max. 299 dials / Max. 299 destinations</p> <p>Duplex Fax (Transmission): Yes</p> <p>Sequential Broadcast: Max. 310 destinations</p> <p>Receive Mode: Fax Only, Manual, Answering, Fax/Tel Auto Switch</p> <p>Memory Backup:</p>

	<p>Permanent fax memory backup (Backup with flash memory)</p> <p>Fax Features: Fax Forwarding, Dual Access, Remote Reception, PC Fax (Transmission only), DRPD, ECM, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports</p> <p>Transmission Time: Approx. 2.6 sec</p>
<p>Paper Handling</p>	<p>Auto Document Feeder (ADF): DADF: 50 sheets (80g/m²)</p> <p>Available Paper Size for DADF: A4, B5, A5, Letter, Legal, Statement (Min. 128 x 139.7mm to Max. 216.0 x 355.6mm)</p> <p>Paper Input (based on 80g/m²): Standard Cassette: 250 sheets Multi-Purpose Tray: 1 sheet Optional Paper Feeder: N/A</p> <p>Maximum Paper Input Capacity: 251 sheets</p> <p>Paper Output: 100 sheets</p> <p>Paper Sizes: Cassette: A4, B5, A5, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal Custom (Min. 76.2 x 127.0mm to Max. 216.0 x 355.6mm) Multi-Purpose Tray: A4, B5, A5, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal, Index Card Envelope: COM10, Monarch, C5, DL Custom (Min. 76.2 x 127.0mm to Max. 216.0 x 355.6mm) Optional Paper Feeder: N/A</p> <p>Paper Types:</p>

	<p>Plain, Thick, Coated, Recycled, Colour, Label, Postcard, Envelope</p> <p>Paper Weight: ADF: 50 to 105g/m2 Cassette / Optional Paper Feeder: 60 to 200g/m2 Multi-Purpose Tray: 60 to 200g/m2</p>
<p>Connectivity & Software</p>	<p>Standard Interfaces</p> <p>Wired: USB 2.0 High Speed, 10Base-T/100Base-TX/1000Base-T</p> <p>Wireless: Wi-Fi 802.11b/g/n (Infrastructure mode, WPS easy Setup, Direct Connection)</p> <p>Near Field Communication (NFC): N/A</p> <p>Network Protocol:</p> <p>Print: LPD, RAW, WSD-Print (IPv4, IPv6)</p> <p>Scan: Email, SMB, WSD-Scan (IPv4, IPv6), FTP</p> <p>TCP/IP Application Services: Bonjour(mDNS), HTTP, HTTPS, POP before SMTP (IPv4, IPv6), DHCP, ARP+PING, Auto IP, WINS (IPv4), DHCPv6 (IPv6)</p> <p>Management: SNMPv1, SNMPv3 (IPv4, IPv6)</p> <p>Network Security:</p> <p>Wired: IP/Mac address filtering, HTTPS, SNMPv3, IEEE802.1x, IPSEC</p> <p>Wireless: WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)</p> <p>One-Push Wireless Configuration: Wi-Fi Protected Setup (WPS)</p> <p>Other Features: Department ID, Secure Print, Application Library</p> <p>Mobile Solution: Canon PRINT Business, Canon Print Service, Google Cloud Print™, Apple® AirPrint®, Mopria® Print Service</p> <p>Address Book: LDAP</p>

	<p>Compatible Operating Systems*3 Windows® 10, Windows® 8.1, Windows® 7, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012, Windows Server® 2008 R2, Windows Server® 2008 Mac® OS X 10.9.5 & up*4, Linux*4</p> <p>Software Included: Printer driver, Fax driver, Scanner driver, MF Scan Utility, Toner Status</p>
<p>General</p>	<p>Device Memory: 1 GB</p> <p>LCD Display: WVGA Colour LCD 5.0" Touch Screen Display</p> <p>Dimensions (W x D x H): 451 x 460 x 413mm</p> <p>Weight: 20.5 kg</p> <p>Power Consumption Maximum: 850W or less Average (During Copy): Approx. 370W Average (During Standby): Approx. 11W Average (During Sleep): Approx. 0.8W (USB/ LAN / Wi-Fi)</p> <p>Noise Levels: During Operation: Sound Pressure Level: 51dB Sound Power Level: 69.4dB During Standby: Sound Pressure Level: Inaudible Sound Power Level: 43dB</p> <p>Operating Environment: Temperature: 10 - 30°C Humidity: 20% - 80% RH (no condensation)</p> <p>Power Requirements: AC 220-240 V (±10%), 50/60 Hz (±2Hz)</p> <p>Toner Cartridge: Standard:</p>

	<p>Cartridge 054 BK: 1,500 pages (bundled: 1,500 pages) Cartridge 054 C/M/Y: 1,200 pages (bundled: 680 pages) High: Cartridge 054H BK: 3,100 pages Cartridge 054H C/M/Y: 2,300 pages</p> <p>Monthly Duty Cycle: 30,000 pages</p>
Optional Accessories	<p>Paper Feeder: N/A</p> <p>Barcode Printing: Barcode Printing Kit-E1</p> <p>Attachment kit for NT-Ware Mi-Card: Mi-Card Attachment Kit-B1</p>
Warranty	1 Year upon acceptance

Item (2)	Coloured Multi-Functional Printer upto A3 capable
Quantity	Three (3) units
Printer Type	Print, Scan, Copy, Fax with ADF
Print	<p>Printing Technology: PrecisionCore Printhead</p> <p>Nozzle Configuration: 800 x 1 nozzles (Black), 256 x 1 nozzles per colour (Cyan, Magenta, Yellow)</p> <p>Print Direction: Bi-directional printing</p> <p>Maximum Resolution: 4800 x 2400 dpi</p> <p>Minimum Ink Droplet Volume: 3.8 pl</p> <p>Print Speed: <i>Draft Text - Memo, A4 (Black / Colour)</i> Up to 32.0 ppm / 22.0 ppm <i>ISO 24734, A4 (Black / Colour)</i> Simplex: Up to 25.0 ipm / 12.0 ipm Duplex: Up to 16.0 ipm / 9.0 ipm</p>

	<p><i>First Page Out Time (Black / Colour), A4</i> Simplex: Up to 13.5 ipm / 6.0 ipm Duplex: Up to 10.0 ipm / 5.0 ipm <i>Photo Default - 10 x 15 cm / 4 x 6" (Border / Borderless)</i> Simplex: Up to 5.5 sec / 8.5 sec Duplex: Up to 11 sec / 17 sec</p> <p>Printer Language: ESC/P-R, ESC/P Raster</p> <p>Automatic 2-sided printing: Yes (Up to A3)</p>
Copy	<p>Copy Speed: <i>ISO 29183, A4 (Black / Colour), Flatbed</i> Simplex: Up to 23.0 ipm / 10.0 ipm <i>ISO 24735, A4 (Black / Colour), ADF</i> Simplex: Up to 22.5 ipm / 10.0 ipm Duplex: Up to 15.5 ipm / 7.5 ipm</p> <p>Maximum Copies from Standalone: 999 copies</p> <p>Reduction/Enlargement: 25 - 400%</p> <p>Maximum Copy Resolution: 600 x 600 dpi</p> <p>Maximum Copy Size: A3</p>
Scan	<p>Scanner Type: Flatbed colour image scanner</p> <p>Sensor Type: CIS</p> <p>Optical Resolution: 1200 x 2400 dpi</p> <p>Maximum Scan Area: 297 x 431.8 (mm)</p> <p>Scanner Bit Depth: Colour: 48-bit input, 24-bit output Grayscale: 16-bit input, 8-bit output Black & White: 16-bit input, 1-bit output</p>

	<p>Scan Speed (Flatbed / ADF): <i>Monochrome 200dpi</i> Flatbed: 5 sec ADF (Simplex / Duplex): Up to 26.0 ipm / 11.5 ipm <i>Colour 200dpi</i> Flatbed: 10 sec ADF (Simplex / Duplex): Up to 9.0 ipm / 6.0 ipm</p>
Fax	<p>Type of Fax: Walk-up Black-and-white and Colour Fax Capability</p> <p>Receive Memory / Page Memory: 6MB, Page memory up to 550 pages</p> <p>Error Correction Mode: ITU-T T.30</p> <p>FAX Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/page</p> <p>FAX Resolution: Up to 200 x 200 dpi</p> <p>Transmission Paper Size: <i>Flatbed:</i> A5, A4, A3, B5, B4, Half Letter, Letter, Legal, 11 x 17" <i>ADF:</i> A5, A4, A3, B5, B4, Half Letter, Letter, Legal, 11 x 17"</p> <p>Receiving Paper Size: Half Letter, A5, B5, A4, Letter, Legal, B4, 11 x 17", A3, A3+</p> <p>Speed Dial / Group Dial: Up to 200 numbers, 199 groups</p> <p>Fax Features: PC Fax (Transmission/Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception, Fax Preview, Memory reception, Fax to Email, Fax to Folder, Automatic 2-sided Fax</p>
ADF Function	<p>Support Paper Thickness: 64-95 g/m²</p> <p>Paper Capacity: 50 sheets</p>

Card Slot / USB Host Function	Type of Direct Printing: USB Memory
Paper Handling	<p>Paper Feed Method: Friction Feed</p> <p>Number of Paper Trays: 3 (Front 2, Rear 1)</p> <p>Paper Hold Capacity: Input Capacity: Cassette 1: 250 sheets for A4 Plain paper (80 g/m²), 50 sheets for Premium Glossy Photo Paper Cassette 2: 250 sheets for A4 Plain paper (80 g/m²) Rear Slot: 50 sheets for A4 Plain paper (80 g/m²), 20 sheets for Premium Glossy Photo Paper</p> <p>Output Capacity: 125 sheets for A4 Plain paper (80 g/m²), 20 sheets for Premium Glossy Photo Paper</p> <p>Paper Size: A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4</p> <p>Maximum Paper Size: 329 x 6000mm</p> <p>Print Margin: 3mm top, left, right, bottom via custom settings in printer driver</p>
Interface	<p>USB: USB 2.0</p> <p>Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</p> <p>Network Protocol: TCP/IPv4, TCP/IPv6</p> <p>Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, Sntp, SLP, WSD, LLTD</p>
Mobile and Cloud Printing	Connect: iPrint, Email Print, Remote Print Driver, Scan to Cloud

	Other Mobile Solutions: Compatible to other air print services
Control Panel	LCD Screen: 4.3" Colour LCD Touch Screen
Printer Software	Software Support: ScanSmart Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Mac OS X 10.6.8 or later
Electrical Specifications	Rated Voltage: AC 220 - 240 V Rated Frequency: 50 - 60 Hz Power Consumption: Operating: 19.0 W Standby: 9.1 W Sleep: 0.8 W Power off: 0.2 W
Noise Level	PC Printing/ Plain Paper Default: Sound Power (Black / Colour) 6.7 B(A) / 6.2 B(A), Sound Pressure (Black / Colour) 52 dB(A) / 47 dB(A)
Consumables	Black Ink Bottle: 7,500 Cyan Ink Bottle, Magenta Ink Bottle, Yellow Ink Bottle: 6,000 (Composite Yield)
Warranty	1 Year upon acceptance

Prepared by:


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Approved by:


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