Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

BAGONG PILIPINAS

REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a **Shopping Method** for the "Supply and delivery of inks supplies for Head Office CY 2024" in accordance with Section 52.1 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No.	:	**C24-124-11**
Name of Project	:	**Supply and delivery of inks supplies for Head Office CY 2024**
Approved Budget for Contract	:	**₱250,000.00**
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 Partial Delivery is **not allowed**
Delivery Time	:	8:00 AM – 4:00 PM (Monday to Friday/ Regular Work Days)
Delivery Location	:	**CAAP Head Office Warehouse**

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 ₱500,000.00;
3. PHILGEPS Certificate of Registration;
4. Tax Clearance;
5. Notarize Omnibus Sworn Statement (GPPB prescribed Form) for ABC's above ₱50,000.00; (Authorized representative much 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 NOV 22 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, November 04, 2024

ATTY. JOHN BEAU B. MASIGLAT
CCC Chairperson

Annex "A"

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 Ink Supplies for Head Office CY 2024				
Technical Specifications	**QTY**	**Unit**	**Unit Price**	**Total Price**
Epson Ink, 003, Black	100	bottle		
Epson Ink, 003, Cyan	100	bottle		
Epson Ink, 003, Yellow	100	bottle		
Epson Ink, 003, Magenta	100	bottle		
Epson Ink, 6641, Black	250	bottle		
HP Ink 680, Black	25	cart		
HP Ink 680, Colored	22	cart		
Canon Ink, GI-790 Black	30	bottle		
Canon Ink, GI-790 Magenta	20	bottle		
Canon Ink, GI-790 Cyan	20	bottle		
Canon Ink, GI-790 Yellow	20	bottle		
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

Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Annex "A"

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 Ink Supplies for Head Office CY 2024				
Technical Specifications	**QTY**	**Unit**	**Unit Price**	**Total Price**
Epson Ink, 003, Black	100	bottle	300.00	
Epson Ink, 003, Cyan	100	bottle	300.00	
Epson Ink, 003, Yellow	100	bottle	300.00	
Epson Ink, 003, Magenta	100	bottle	300.00	
Epson Ink, 6641, Black	250	bottle	300.00	
HP Ink 680, Black	25	cart	500.00	
HP Ink 680, Colored	22	cart	500.00	
Canon Ink, GI-790 Black	30	bottle	350.00	
Canon Ink, GI-790 Magenta	20	bottle	350.00	
Canon Ink, GI-790 Cyan	20	bottle	350.00	
Canon Ink, GI-790 Yellow	20	bottle	350.00	
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

Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

BAGONG PILIPINAS

TERMS OF REFERENCE

Name of Project	:	**Supply and Delivery of Ink Supplies for Head Office CY 2024**
Approved Budget	:	Two Hundred Fifty Thousand Pesos (PHP 250,000.00)
Delivery Period	:	Thirty (30) calendar days from the receipt of Notice of Compliance. *Note: Partial delivery is* ***not allowed.***
Delivery Location	:	CAAP Head Office Warehouse *Note: Delivery must be made only from 8:00AM-4:00PM during regular work days.* *A Written Notice must be sent to the official email address of the Procurement Division, and Supply Division at least seven (7) working days prior to the intended date of delivery.* *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.*
Terms of Payment	:	Payment upon full delivery and subject to usual government accounting rules and regulations.
Brochure	:	Applicable

Technical Specifications	QTY	Unit
Epson Ink, 003, Black	100	bottle
Epson Ink, 003, Cyan	100	bottle
Epson Ink, 003, Yellow	100	bottle
Epson Ink, 003, Magenta	100	bottle
Epson Ink, 6641, Black	250	bottle
HP Ink 680, Black	25	cart
HP Ink 680, Colored	22	cart
Canon Ink, GI-790 Black	30	bottle
Canon Ink, GI-790 Magenta	20	bottle
Canon Ink, GI-790 Cyan	20	bottle
Canon Ink, GI-790 Yellow	20	bottle
Requirements: Ink Supplies Expiration: 2 years		

Prepared by:

MONA LISA P. IMPERIAL
Supply Officer II
Supply Division

Approved by:

GEMB KAHMIL GARCIA-ANISCOL
Chief
Supply Division