



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 three (3) units of Desktops for HRMD" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C24-149-12**
Name of Project : **Supply and delivery of three (3) units of Desktops for HRMD**
Approved Budget for
Contract : **P240,000.00**
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 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 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 DEC 13 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 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, December 05, 2024


ATTY. JOHN BEAU B. MASIGLAT
CCC Chairperson



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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 three (3) units desktop for HRM Department				
Technical Specifications		Qty	Unit	Total Price
<i>Items</i>	CAAP Requirements	3	units	
<i>Processor</i>	At least 13th generation processor At least 10 cores and 16 threads or higher At least 4.5 GHz performance-core base			
<i>Memory</i>	16 GB ram DDR4 3200mhz			
<i>Storage</i>	At least 1x 256GB (or higher) PCIe NVMe M.2 SSD At least 1 x 1TB SATA HDD 7200 rpm			
<i>Graphics</i>	Integrated Graphics			
<i>I/O ports</i>	At least 1 x HDMI port At least 4 x USB-A 3.0/3.2 ports At least 1 x Headphone/Mic Combo Jack At least 1 x RJ-45 LAN port At least 1 x USB-C 3.2 port			
<i>Connectivity</i>	Integrated Gigabit Ethernet Port; WIFI 6 or higher and Bluetooth 5.0 or higher			



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<i>Display</i>	At least 21.5" VGA/HDMI/DP (same brand as the unit) compatible for a VESA mount kit				
<i>Audio</i>	Integrated sound interface				
<i>UPS</i>	At least 650VA (1-year warranty upon final acceptance of the project)				
<i>Bundled</i>	Preloaded Licensed Windows Pro 64-bit EN (with access to product key) Licensed Microsoft Office Home and Business (latest version with access to product key)				
<i>Accessories</i>	USB Keyboard and Optical Mouse (same brand as the unit) VESA mount kit				
<i>Warranty</i>	<ul style="list-style-type: none"> ✓ Warranty, service units and support must be available 24/7 <ul style="list-style-type: none"> ▪ Supplier shall be able to respond to technical assistance and support 24/7 via call, email and/or site visit ▪ Not more than 4 hours response time from the time of reporting via email, call, SMS and chat with 24/7 alert/notification system ✓ At least 2 years replacement for all parts and services ✓ Availability of Service Centers nation-wide 				
<i>Other</i>	<ul style="list-style-type: none"> ✓ Boot time must be at most 20 seconds ✓ Model commercially released at least CY2023 ✓ Must be compliant with Energy Star 8.0 ✓ Manufacturer's proposed brand is an international brand name, which means that the brand is known and marketed globally and has international presence (physical stores, centers, or satellite offices, in at least five (5) countries). ✓ Further, the brand should be sold and marketed continuously in the Philippines for at least ten (10) years. 				
Total (Inclusive of VAT)					



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(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 THREE (3) UNITS OF DESKTOPS FOR HRMD
Approved Budget	:	PHP 240,000.00
Delivery Period	:	Thirty (30) Calendar days from the receipt of Notice for Compliance Note: Partial delivery is not allowed .
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. Non-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.
Warranty	:	One (1) year warranty on all parts and services from the date of acceptance

**Desktop Specification**

<i>Items</i>	CAAP Requirements
<i>Processor</i>	At least 13th generation processor At least 10 cores and 16 threads or higher At least 4.5 GHz performance-core base
<i>Memory</i>	16 GB ram DDR4 3200mhz
<i>Storage</i>	At least 1x 256GB (or higher) PCIe NVMe M.2 SSD At least 1 x 1TB SATA HDD 7200 rpm
<i>Graphics</i>	Integrated Graphics
<i>I/O ports</i>	At least 1 x HDMI port At least 4 x USB-A 3.0/3.2 ports At least 1 x Headphone/Mic Combo Jack At least 1 x RJ-45 LAN port At least 1 x USB-C 3.2 port
<i>Connectivity</i>	Integrated Gigabit Ethernet Port; WIFI 6 or higher and Bluetooth 5.0 or higher
<i>Display</i>	At least 21.5" VGA/HDMI/DP (same brand as the unit) compatible for a VESA mount kit
<i>Audio</i>	Integrated sound interface
<i>UPS</i>	At least 650VA (1-year warranty upon final acceptance of the project)
<i>Bundled Software</i>	Preloaded Licensed Windows Pro 64-bit EN (with access to product key) Licensed Microsoft Office Home and Business (latest version with access to product key)
<i>Accessories</i>	USB Keyboard and Optical Mouse (same brand as the unit) VESA mount kit



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Warranty and Service	<ul style="list-style-type: none">✓ Warranty, service units and support must be available 24/7<ul style="list-style-type: none">▪ Supplier shall be able to respond to technical assistance and support 24/7 via call, email and/or site visit▪ Not more than 4 hours response time from the time of reporting via email, call, SMS and chat with 24/7 alert/notification system✓ At least 2 years replacement for all parts and services✓ Availability of Service Centers nation-wide
Other features	<ul style="list-style-type: none">✓ Boot time must be at most 20 seconds✓ Model commercially released at least CY2023✓ Must be compliant with Energy Star 8.0✓ Manufacturer's proposed brand is an international brand name, which means that the brand is known and marketed globally and has international presence (physical stores, centers, or satellite offices, in at least five (5) countries).✓ Further, the brand should be sold and marketed continuously in the Philippines for at least ten (10) years.

Prepared by:


REYNALDO CARLOS V. PAGUIA
Data Encoder/Controller

Approved by:


JOSE DENNIS S. AREVALO
Officer-in-Charge, MIS Division